

Consortium for Belize Educational Cooperation Summer Pre-Conference – July 17th2014
Theme: MOVING FORWARD: Educators as Critical Thinkers, Communicators, and Collaborators
Hosted by: University of Indianapolis, Indianapolis, Indiana
Venue: University of Indianapolis, Switzer Student Center, Lower Level, Room 010

Participants Present on 17th July 2014 at Pre-conference

Names	Institutions	Names	Institutions
Eve Aird	Sacred Heart Junior College	Clifton Hill	Galen University
Jane Bennett	University of the West Indies, Open Campus, Belize	Joel Clarke	Belize Adventist Junior College
Tracy Blahnik	North East, Wisconsin Technical College	Deryck Satchwell	Ministry of Education, Belize
Gustavo Ellis	San Pedro Junior College	Marilyn McElwain	University of Indianapolis
Froylan Gilharry	San Pedro Junior College	Vincent Palacio	University of Belize
Eleanor Gillett	Wesley Junior College	Kathaleen Pickering	North East, Wisconsin Technical College
Hugo Gonzalez	Centro Escolar Mexico Junior College	Sharmayne Saunders	University of the West Indies, Open Campus, Belize
John Kempainen	University of North Florida	Cynthia Thompson	University of Belize
Adrian Leiva	Muffles Junior College	Ravey Vellos	Corozal Junior College
Fermin Magana	Sacred Heart Junior College	Marie Young	Independence Junior College
Jose Mai	Corozal Junior College	Amanda Miller	University of Indianapolis
Miguel Montero	Corozal Junior College	Mimi Chase	University of Indianapolis
Karen Martinez	Ecumenical Junior College		

Welcome to Belizean participants

Dr. Marilyn McElwain welcomed the Belizean participants to the preconference session and informed them of the logistics of the workshops.

Workshop Sessions

Presentations were made by the following persons on topics as listed below:

- Session One: Accreditation delivered by Dr. Mary Moore, Associate Vice-President of Accreditation
- Session Two: Professionalism delivered by Dr. Julie Gahimer, Professor, Krannert School of Physical Therapy
- Session Three: Students with Special Needs delivered by Dr. Debbie Spinney, Executive Director, Student Development

Consortium for Belize Educational Cooperation Summer Conference –18th & 19th July 2014
Theme: MOVING FORWARD: *Educators as Critical Thinkers, Communicators, and Collaborators*
Hosted by: University of Indianapolis, Indianapolis, Indiana
Venue: University of Indianapolis, Switzer Student Center, Lower Level, Room 010

Participants who joined those from the Previous Day, attending the Conference on July 18 & 19, 2014

Adamson, Nancy	SUNY-Cortland	Kiefer, Julie	University of Indianapolis
Blahnik, Tracey	NE Wisconsin Technical College	McCrillis, Neal	Columbus State University
Call Dwight	Emeritus	Miser, Keith	University of Hawaii at Hilo
Castillo, Lusiola	Belize National Library Service and Information System	Miser, Ann	University of Hawaii at Hilo
Davis, Deborah	Valdosta State University	Nikolov, Ivan	Valdosta State University
Davis, Darrel	Miami University	O'Donnell, Jim	New Mexico State University
Faber, Patrick	Minister of Education, MOE, Belize	Petrof, Rhondine	Toucan Educational Programme
Higginson, Bonnie	Murray State	Pickering, Kathleen	NE Wisconsin Technical College
Hill, Clifton	Galen University	Shoemaker, Joel	Madison Area Technical College
Hodge, Emilia	University of Florida	Ysaguirre, Joy	Belize National Library Service and Information System
Hodge, Warren	University of North Florida		

Day One – 18th July 2014

1.0 OFFICIAL OPENING CEREMONY

The Official Opening Ceremony commenced at 9:15 a.m. The organizer, Dr. Marilyn McElwaine, welcomed COBEC members to the University of Indianapolis. The conference started with the US National Anthem followed by the Belizean National Anthem. Invocation was done by Chaplain Lang Brownly from the University of Indianapolis.

1.1 INTRODUCTION BY CO-CHAIR OF COBEC

Dr. John Kempainen, UNF and US Co-Chair of COBEC, thanked Dr. Marilyn McElwaine and her team, especially Mimi Chase for hosting the conference. Dr. Kempainen expressed that he is stepping down as US Co-chair and wished the greatest success to his successors. **Mrs. Jane Bennett, Head of the UWI Open Campus, Belize and Belize Co-chair of COBEC**, welcomed everyone to the 26th COBEC Conference and specially thanked the organizers for such an informative and wonderful Pre-conference.

1.2 PRESIDENT'S WELCOME AND OPENING REMARKS

Dr. Robert L. Manuel, President of the University of Indianapolis addressed the delegates on three main points: students accessibility to higher education; the importance, advantages and drawbacks of online

education; and vocational education as the way forward for education. He emphasized that schools must have a diversified programme to allow for students to find a place in education.

2.0 SPECIAL SPEAKERS

The morning session concluded with four presentations, highlights of which are provided below.

2.1 Dr. Caterina Blitzer, Global Learning and World Languages Specialist, College and Career Readiness Curriculum Division, Indiana Department of Education presented on the challenges and opportunities in educating for global competence. She noted that educators should imagine the possibilities to making them happen. Dr. Caterina Blitzer explained that the Indiana Department of Education is preparing students for work and citizenship with global competence. This requires having them understand the world through disciplinary and interdisciplinary studies. She concluded that schools must prepare for global competence in our multi-cultural and multilingual world where every teacher is a language teacher.

2.2 Honorable Patrick Faber, Minister of Education, Youth and Sports Government of Belize indicated that he was pleased to be at the conference and welcomed all members. He brought greetings on behalf of the Prime Minister, Honorable Dean Barrow and the Cabinet. The Minister mentioned that the government was grateful to be a part of COBEC. He saluted the Co-Chairs, Archivist, and Secretary/Treasurer for the many accomplishments. He singled out Dr. Warren Hodge and the University of North Florida for being a part of his success. Honorable Patrick Faber elaborated on three main points:

- (1) the need for COBEC to create an organizational culture where people have a heart and are willing to help the organization grow and develop;
- (2) the importance of students getting more opportunities from COBEC institutions to study abroad; and
- (3) the need for COBEC institutions to assist Belizean institutions in addressing the promotion rate of students in secondary education. He reiterated that we need COBEC support to help us to fix these problems and thanked the COBEC partners for their continued support.

2.3 Dr. Patrick Alles, Assistant Vice President of Institutional Planning and Research, University of Indianapolis presented on the role and importance of Institutional Research (IR) and the roles of IR in the strategic planning process, decision-making process and consumer information process. Dr. Alles mentioned that research:

- Is driven by institutional data
- Makes recommendation for strategy and plan
- Is important in making investment in people over tools
- Should be across borders

He concluded by saying that institutions should not wait for perfection but instead should plan for IR to support its decisions. He affirmed that "data is a process not a thing".

2.4 Dr. Colleen Mulholland, Assistant Dean, School of Education University of Indianapolis reported that technology is a tool to help to prepare in the delivery of a lesson. Technology can overcome us so we need to utilize what we have and filter out based on the needs of teaching and learning. The primary focuses of technology are communication and connection, collaboration, research and development, and presenting or reporting knowledge.

BUSINESS MEETING OF COBEC

1.0 CALL TO ORDER

1.1 The meeting was called to order at 1.50 p.m. by the US and Belize Co-Chairs – Dr. John Kempainen and Mrs. Jane Bennett. The meeting began with members introducing themselves.

2.0 ACCEPTANCE OF AGENDA

Mrs. Jane Bennett requested adding to the agenda under Any Other Matters, the following pointers:

1. Approval or not of third party membership
2. Membership for institutions that are for-profit
3. ATLIB's proposal for certificates to be awarded to all members who participated in the pre-conference as recognition to notify their managing authorities
4. A recommendation from ATLIB to have COBEC conference once a year on a rotational basis (between US and Belize)

A clarification was requested for third party membership and the suggestions were that third parties are considered any other entity that is not a university or any organization that is not an educational institution e.g. libraries.

A motion to accept the amended Agenda was moved by Deborah Davis and seconded by Ivan Nikolov. All members unanimously agreed.

3.0 TREASURER'S REPORT

3.1 US TREASURER, Dr. Deborah Davis, reported on the income and expense after the transfer from Bainbridge to Valdosta. The account at First State Bank, at the time of the transfer, had a balance of \$23,589.00. Five grants were approved: one grant for Dr. Guy Frost and Dr. Heather Bettingberg for RDA cataloguing for library and three grants for Dr. Carly Wemack Wynn which were entrepreneurial. She also noted that 10 members had not paid dues. Dr. Deborah mentioned that she tried very hard to get a national bank but was not satisfied with their offers.

A suggestion was made to collect the information from the registration desk with members contact information and for the contact list to be compiled by the Secretary and at every meeting that list be circulated for updates.

Members were concerned that the number of grants given out per year caused the account to be depleted from US \$23,000 plus to \$19,000 US and the concern was that at that rate the assets would eventually be used up. A suggestion was made for institutional membership bills to be sent out in the fall semester (beginning of the fiscal year). Mrs. Davis also explained that a new policy would be instituted to bill members upfront.

3.2 BELIZE TREASURER, Mrs. Marie Young, reported that the Belizean institutions paid their dues except for St. John's College Junior College but to date their status was uncertain. Minimal expenses included reimbursement for travel expenses, CAFÉ catering, payment of plaques for facilitators at the Library workshop, and purchase of a recorder for the COBEC meetings. Mrs. Young reported that the closing balance on May 31st 2014 was \$3,883.47 BZ DOLLARS

After the reports were presented a motion was made to accept the Treasurers' report by Dr. Neal McCrillis and seconded by Dr. Nancy Adamson. The motion was unanimously agreed by members.

4.0 CO-CHAIR REPORTS

Dr. John Kempainen expressed his appreciation for the progress made under his leadership or during his tenure as Co-Chair. He echoed that it was a pleasure working with everyone. He thanked Susan from Bainbridge for her assistance with the significant advancement in moving COBEC to the 501 C3 nonprofit

organization status. He added that the work started with the by-laws and Emeritus status showed the organization is going in the right direction. He mentioned that we don't want to lose folks like Betty Flinchum, Dean, Tracey, Dwight, Brenda and those who have a history that gave us the direction that COBEC is moving in. He concluded by thanking everybody for their support.

Mrs. Jane Bennett thanked Dr. John Kempainen for all his efforts and expressed her appreciation for the time she worked with him.

5.0 MINUTES OF LAST MEETING

5.1 Corrections to the Minutes were as listed below:

- Page #5 addition to Mr. Mai's report: He also reported paying a visit to the University of Florida and Santa Fe College.
- Page #1 correction to the spelling of Froylan Gilharry's name.
- Page #1 Participants who attended the conference* Indicates attendance on both days

5.2 Mrs. Deborah Davis moved for the acceptance of minutes with corrections, seconded by Dr. Eve Aird and approval was granted by the members.

5.3 It was unanimously agreed that when the Minutes of the Valdosta Conference was completed by Mrs. Brenda Armstrong it would be emailed to members for discussion and corrections. After the revision, the Minutes will be posted on the COBEC website.

6.0 MATTERS ARISING

6.1 A motion was made to amend the Emeritus status in the By-laws to read that the nominee shall submit a completed nomination form to the Co-Chairs of COBEC. The Co-Chairs of COBEC shall activate an ad hoc committee on Emeritus status, established from current active and regularly attending COBEC members. This motion was presented by Dr. Ivan Nikolov, seconded by Dr. Neal McCrillis and the motion was unanimously agreed.

6.2 A motion was made to amend the By-laws where Emeritus members shall pay one half of the relevant registration fee at COBEC conferences. This motion was moved by Dr. Bonnie Higginson seconded by Dr. Ivan Nikolov and unanimously agreed by members.

6.3 Another motion made that was unanimously agreed on by members' stated that Emeritus members shall not hold any elected or appointed office in COBEC.

6.4 A proposal was tabled, by a member, who reported that a legal advisor explained to them that for COBEC to accept a Canadian University then the By-laws should be written to include a separate entity for Canadian Universities.

6.5 Highlights of the discussion on suggested changes in the By-laws

- The principal and registered office of COBEC shall be in the state of Georgia.
- The Purpose Statement - COBEC was established in the late 1980s to link post-secondary educational institutions in Belize and the US for the purpose of strengthening and expanding Belize's capabilities in higher education.
- It was suggested that the group assigned to edit the By-laws call for a vote on it at the upcoming February winter meeting. It was also noted if members didn't vote the By-laws would still be passed at the February winter meeting.

- The non-profit aspect of the organization needed to be clearly defined. It was suggested that non-profit might have been added to the By-laws for an organization which was a private entity that wanted to become a member of COBEC. Some members expressed caution on the possible dangers in approving for profit organizations. Members in general expressed that they did not want Business organizations to be a part or become members of COBEC. This was not voted on.
- The suggestion was raised on the possibility for associate membership status to be incorporated in the By-laws.
- The initial membership dues shall be \$200 U.S. per annum for institutions of higher education or organization/agency in US and \$200 BZE for Belizean institutions, governmental, or private organizations/agencies.
- Sentiment on the inclusion of categories of sponsorship or observer status was mixed.
- A simple majority of the membership shall constitute a quorum at annual meetings.
- Suggestion for the amendment to the institutions and organizations categories for membership in the Consortium:
 - Belizean tertiary educational institutions recognized by the Ministry of Education
 - Belizean governmental and private non-profit organizations/agencies involved in higher education
 - Institutions of higher education or non-profit organizations/agencies outside of Belize with an active interest in promoting and furthering higher education in Belize

6.5 Suggestion was made that the next Executive writes members and establish the total membership in COBEC.

6.6 Dr. Aird suggested that the amended rules would speak to the membership. She further elaborated that if the rules were not officially passed then she moved that the decision for third party entities be delayed until the By-laws were officially passed. All members unanimously agreed.

6.7 A question was raised on who should receive the finance collected at registration or the registration fees. It was noted that these monies would be given to COBEC funds and whenever it happened in Belize it goes to the BZ Treasurer and if in the US it goes to the US Treasurer.

6.8 Dr. Bonnie Higginson proposed for the committee meetings to be postponed to the Saturday morning session and replaced it with the round table discussion, due to other urgent matters that were up for discussion. The motion was endorsed by Dr. Ivan Nikilov seconded by Mr. Fermin Magana and the motion was unanimously agreed upon.

6.9 A suggestion was made for COBEC meetings to be held once yearly. A discussion ensued and members agreed for meetings to be held twice yearly due to numerous reasons: professional training, passing of bylaws and grant approval, amongst other important matters. After the discussion, a motion was presented by Dr. Aird supported by Dr. Ivan Nikilov and Mr. Gustavo Ellis for meetings to be held twice a year and members unanimously agreed.

6.10 A suggestion was made to pay a yearly fee for a group to coordinate the conference with the host institution and Co-Chairs to ensure that the agenda be prepared long in advance. Another suggestion expressed was that the membership needs to respond in a timely manner to ensure early planning of the Conference.

6.11 Dr. Neal McCrillis was nominated for the US Co-Chair by Dr. Ivan Nikilov seconded by Dr. Bonnie Higginson and Dr. Deborah Davis for Treasurer and members unanimously voted Neal as US Co-Chair.

Endorsements were given to other members to serve another year of their term in office: BZE Co-Chair Mrs. Jane Bennett, US Treasurer Dr. Deborah Davis and BZE Treasurer and Secretary Mrs. Marie Young.

6.12 Dr. Deborah Davis requested information on COBEC current and/or past projects or any collaboration between COBEC institutions.

7.0 VENUE FOR NEXT COBEC CONFERENCE

7.1 The Winter Conference will be hosted by Corozal Junior College (CJC) in February 2015 and the Summer Conference will be hosted by University of North Carolina at Wilmington (UNCW) in July 2015.

8.0 MEMBERSHIP APPLICATION

8.1 **North East Wisconsin Technical College in Green Bay Wisconsin** –Tracey and Kathleen reported that their institution had submitted a letter for membership in COBEC along with a support letter from Mr. Mai at Corozal Junior College as sponsor. They reported that last January, 17 students were taken to Corozal for two weeks to teach and live with preschool teachers and there they met Mr. Mai at CJC to start the partnering in the online programme. Discussion ensued and a suggestion was made for other technical programmes to be linked with the ITVET schools' in Belize. The presenters pointed out that they also offered health programme, x-rays, welding, nursing, electrician, criminal justice, utilities, etc. that their institution was also interested in linking with institutions in Belize.

8.2 **Miami of Ohio University of Ohio**- Dr. Darrel Davis explained that he was looking for a Belizean institution to nominate their institution and Dr. Aird volunteered Sacred Heart Junior College as a sponsor. He elaborated that within the last three years he brought students to Belize to do a teacher's preparatory course. He mentioned that he met with Ministry of Education in Belize to leverage resources for the partnership. Dr. Davis explained that Miami Ohio was a fantastic school with lots of resources. He suggested for Belizean teachers to join the same classes as his students and get the same course credit from his university. He concluded by saying that they were looking for ideas and partners. However, the matter still needed to be sold to the Dean of his faculty for approval.

The meeting was adjourned at 4:30 pm

Day two – July 19, 2014

The conference continued with Sub-committees discussion and report. The session was called to order at 9:05 am by the US and Belize Co-Chairs - Dr. Kemppainen and Mrs. Jane Bennett.

9.0 REPORTS FROM SUBCOMMITTEES

9.1 College Fair and Counseling Training (C-Fact)

Dr. Emilia Hodge reported that the College Fair will be on Wednesday February 4, 2015 from 3:00 pm - 6:00 pm at the ITVET compound. It was noted that UWI would assist with the logistics of the fair and COBEC funds would pay for the food, venue, advertisement and copying. She mentioned that the biggest concern for the committee was to contact Tania Leonardo who was named the US contact person, responsible to gather information from the US side so that this Subcommittee can plan in a timely manner. The committee requested that the US Co-Chair contact Tania to update her. She concluded that the committee believed that over the years the fair has been well organized and continues to be a success.

9.2 College Administration/Faculty Experience (CAFÉ)

Dr. Sharmayne Saunders reported that the committee had narrowed their focus to three areas: combination of ATLIB and CAFÉ for training of faculty and administration in February and May; guidance

counsellors; and library and records management. The library group agreed that May would be a good time to do training and shared that they had an agreement with Valdosta University that whenever trainings were done they would get credits. Valdosta would require librarians to do 24 hours of training with a combination of online and face-to-face modalities to become certified. Dr. Saunders mentioned that training would be done in February, May and July.

Another matter raised was that administrators attending summer professional session needed official certificates with signature and specified duration. Dr. Saunders explained that in order to get credits for licences from the Ministry of Education in Belize, a brief description, of what happened in the session, needed to be sent to the Ministry personnel, Mrs. Cecilia Smith.

Dr. Saunders continued by mentioning that quality assurance is an area that will change the organizational structure of institutions in Belize. As a body, the Caribbean Area Network for Quality Assurance in Tertiary Education (CANQATE) is helping to sensitize ATLIB in the area of accreditation. The other areas the committee hoped to focus on were team leadership, research and development which are areas that were constantly coming up in the education sector. She explained that personnel from New Mexico came to assist Belize in putting together a proposal to help with allocating funds for training. Finance has been a major concern. The committee has identified the topics but would need the financial assistance to bring in the resources.

9.3 Study Abroad

Dr. Neal McCrillis reported on the idea combining faculty from Belize and US with this faculty seminar to build study abroad programmes with a collaborative framework. He mentioned that a decision was made to use the dates of 22 to 31 May due to Belize and US availability. The themes for 2014-2015 academic years were Ecology, Biology and Technical subjects. He explained that the committee was seeking help from Belizean institutions in the area of logistics and not monetary contributions, only in kind. He noted that Dwight Call will be the chair of the study abroad committee. A suggestion was made for the faculty seminar to be done on a yearly basis.

10.0 Collaborations between US institutions and Belize Institutions

The conference was wrapped up with reports on collaborations between US institutions and Belize institutions, ongoing and upcoming COBEC activities were also mentioned as listed below:

- Mr. Jose Mai reported on the upcoming COBEC conference that his institution will be hosting in Corozal.
- Mr. Deryck Satchwell extended cordial invitation to COBEC partners for presentation of research papers at the CANQATE conference in Belize in November.
- Mrs. Jane Bennett reported on the progress of the Urban Gardens project and the collaboration between SUNY for an intern that supported this initiative, and Neal McCrillis had identified a department at Columbus State University which expressed interest to support this project.
- Dr. Julie Kiefer and Ms. Mimi Chase presented fundraising ideas.
- Dr. Candace Beitman, Associate Professor, Department of Occupational Therapy, reported on a project done in Belize in health care and their future plans to train Belizean care givers to be more professional.
- Dr. Nancy Adamson, Belize Internship Coordinator, SUNY Cortland elaborated on the twenty years Internship Program: academic requirements, orientation, cultural integration, local support and matching interns to agencies.
- Dr. Amanda Miller and Dr. Kevin Whiteacre, Associate Professor of Criminal Justice and Sociology, Department of Social Sciences reported on the current U of Indy Collaborative Programs in Belize with the Kolbe Prison where extended research was being conducted.

11.0 ADJOURNMENT

The conference was adjourned at 12:30 pm after applause and congratulations were expressed to Dr. McElwain and her team at the University of Indianapolis.

Recorded by,
Marie Young
Secretary