



COBEC Summer 2015 Conference July 15-17, 2015
 Venue: University of North Carolina Wilmington, NC
 Hosted by: UNCW-Watson College of Education
 Pre-Conference July 15, 2015

Participants present on July 15, 2015 at the Pre-conference session

Eve Aird	Galen University	Paul Kelly	San Pedro Junior College
Rick Bateman, Jr.	Bossier Parrish Community College	John P. Kemppainen	University of North Florida
Jane Bennett	University of the West Indies, Open Campus, Belize	Fermin David Magana	Sacred Heart Junior College
Mary Beth Boettcher	Northeast Wisconsin Technical College	Jose Mai	Corozal Junior College
Lusiola Castilo	Belize National Library Service and Information System	Allison Martin	Bossier Parish Junior College
Gustavo Ellis	San Pedro Junior College	Karen Martinez	Ecumenical Junior College
Conchita Flota	San Pedro Junior College	Melba Velasquez	Sacred Heart College
Froylan Gilharry	San Pedro Junior College	Kelly McDade	Bossier Parish Community College
Eleanor Bodden Gillett	Wesley Junior College	Kathaleena Edward Monds	Albany State University
Hugo Gonzalez	Centro Escolar Mexico Junior College	Miguel Montero	Corozal Junior College
Joseph E.A. Iyo	University of Belize	ADC Captain, Eric Neal Jr.	Governor General of Belize, Military Aid Assigned
Alex Nunez	San Pedro Junior College	Julie Pasos	University of Belize
Sharmayne Saunders	University of the West Indies, Open Campus, Belize	Susan M. Syverud	University of North Florida
Cynthia Thompson	University of Belize	Emil Vasquez	San Pedro Junior College
Wilma Wright	University of Belize	His Excellency, Sir Colville N. Young	Governor General Of Belize
Marie Young	Independence Junior College	Susan Catapano	University of North Carolina Wilmington
Deborah S. Reed*	University of North Florida		

Workshops:

1. Use of technology to deliver instruction - Jeff Ertzberger, Director of Technology-UNCE-WCE
2. Secondary Drop-out Prevention Strategies - Janna Robertson, Co-founder, drop-out Coalition, UNCW-WCE
3. English as a second language: Using Language Experience Approach to build Academic Vocabulary - Eleni Pappamihel, Director of the ELLMS Project, UNCW-WCE
4. Promising Practices in Student Affairs: How Administrators can support Academic engagement and Personal Development - James DeVita, Program Coordinator, Masters in Education Higher Education, UNCW-WCE
5. Developing Criteria for Performance Assessments - Eddie Caropreso, Associate Professor, UNCW-WCE
6. Support Adult Learners: More than Meets the Eye - Brian Brinkley, Director Education Lab, Tracy Hargrove Associate Chair, ELLMS, UNCW-WCE



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Participants Present on July 16 and 17, 2015 ((no) asterisk indicates attendance only on July 16, (*) asterisk indicates attendance on both July 16 & 17 and (**) asterisks indicates attendance only on July 17)

Nancy Adamson*	SUNY-Cortland	John Kempainen*	University of North Florida
Eve Aird*	Galen University	Fermin David Magana*	Sacred Heart Junior College
Rick Bateman Jr.*	Bossier Parish Community College	Jose Mai*	Corozal Junior College
Jane Bennett*	UWI, Open Campus, Belize	Allison Martin*	Bossier Parish Community College
Mary Beth Boettcher*	Northeast Wisconsin Technical College	Karen Martinez*	Ecumenical Junior College
Lusiola Castillo*	Belize National Library Service and Information System	Melba Velasquez*	Sacred Heart Junior College
Deborah Davis*	Valdosta State University	Neal R. McCrillis*	Columbus State University
Gustavo Ellis *	San Pedro Junior College	Kelly McDade*	Bossier Parish Community College
Patricia Emmons*	Bridgewater State University	Kathaleena Edward Monds*	Albany State University
Betty M. Flinchum*	University of North Florida (Emeritus)	Miguel Montero*	Corozal Junior College
Conchita Flota	San Pedro Junior College	ADC Captain Eric Neal Jr.*	Governor General of Belize, Military Aid Assigned
Froylan Gilharry*	San Pedro Junior College	Ivan Nikolov*	Valdosta State University
Eleanor Bodden Gillett*	Wesley Junior College	Alex Nunez	San Pedro High School
Hugo Gonzalez	Centro Escolar Mexico Junior College	Julie Pasos*	University of Belize
Bonnie Higginson*	Murray State University	Julie Pantelides*	Northeast Wisconsin Technical College
Emilia Hodge*	University of Florida	Deborah S. Reed*	University of North Florida
Joseph E. A. Iyo*	University of Belize	Sharmayne Saunders*	UWI, Open Campus, Belize
Paul Kelly	San Pedro Junior College	Susan M. Syverud*	University of North Florida
Cynthia Thompson*	University of Belize	Emil Vasquez	San Pedro High School
Wilma Wright*	University of Belize	His Excellency Sir Colville Young*	Governor General of Belize
Marie Young*	Independence Junior College	Carolyn Williams*	University of Belize
Ravey Vellos*	Corozal Junior College	Larry Daniel*	The Military College of South Carolina
Warren Hodge*	University of North Florida	Adam Johnson*	Coast College Georgia
Renee Jefferson**	The Citadel, Military College of South Carolina		

CONFERENCE DAY 1

1.0 OFFICIAL OPENING CEREMONY

The official opening ceremony commenced at 9:10 a.m. The Master of Ceremonies was Dr. Michele Parker. The programme started with the National Anthem of Belize, followed by that of the US. The invocation was led by Miss Emma Jackson.

1.1 WELCOME COBEC CO-CHAIRS

Mrs. Jane Bennett, Belize CO-Chair, welcomed colleagues from the US and Belize to the Conference and thanked the University of North Carolina, particularly Dr. Susan Catapano, for organizing the Conference. Dr. Neal McCrillis, US Co-Chair said he was happy to be attending and welcomed all to the Conference.

1.2 WELCOME FROM UNCW

Ms. Marilyn Canterela, Representative from the Sister City Partnership, welcomed members to Wilmington and wished the conference every success. Dr. Cathy Barlow, Associate Provost Academic Affairs, noted that the University was happy to host COBEC on their campus and extended a warm welcome on behalf of the University of North Carolina, Wilmington (UNCW).

1.3 SPECIAL GUEST WELCOME

Special Guest Welcome was given to the Governor General of Belize by Mrs. Jane Bennett. His Excellency Sir Colville Young was given an award as a founding member of COBEC and for his outstanding contribution to the association. The Governor General expressed his gratitude for the award and applauded the deep bond that Belize and the US has enjoyed and the fact that the relationship continues to grow.

1.4 OPENING REMARKS

Opening Remarks were given by Dr. Susan Catapano who welcomed and thanked everyone for attending and briefed them on logistics for the conference.

1.5 KEYNOTE SPEAKER

Dr. Andrew Ryder, Assistant Professor Higher Education UNCW-WCE focused on Assessment in Higher Education in his keynote speech entitled: Moving from imperative to opportunity. Dr. Ryder elaborated that learning is what we are all about and that assessment provides an in-depth understanding of the work. He mentioned that learning is our prime directive and now schools are under increasing pressure to show how learning impacts job success and learning after college. He highlighted several key areas that assessment in higher education encompassed including:

1. Surveys of students learning and campus climate for diversity outcome of the college experience is the greatest currency of the college experience.
2. Establishing how learning outcomes are met and transparency for public accountability.
3. Identifying outcomes, gathering evidence, interpreting evidence, and implementing change.
4. Assessment can be used with administrators, students and faculty
5. Assessment is an ongoing process and not just a onetime activity.

He concluded by advocating that reflection become a sustained activity. The reflection should be during and after all actions and should reflect an ongoing commitment to the improvement of learning.

2.0 VISITS AND TOURS

The morning session ended with a break-out session where participants visited several centers on campus including the Randal Library, the STEM Center, the Education Laboratory, and the Center for Teaching Excellence and Faculty Leadership. In the afternoon Dr. Martin Posey, Associate Vice Chancellor and Dean of Undergraduate Studies, UNCW gave a presentation on the Marine Science Center and participants were given a tour of the complex.

CONFERENCE DAY 2

WELCOME AND GREETINGS

At the opening of the second day of the Conference, welcome and greetings were given by Mayor Bill Saffo, City of Wilmington and Raymond Bert, Interim Vice Provost for International Programs.

COBEC BUSINESS MEETING

1.0 CALL TO ORDER

1.1 The meeting was called to order at 9:10 am by the US and Belize Co-Chairs - Dr. Neal McCrillis and Mrs. Jane Bennett.

2.0 ACCEPTANCE OF AGENDA

2.1 The agenda was accepted on a motion by Dr. John Kemppainen, seconded by Dr. Bonnie Higginson. All members accepted the agenda.

3.0 ACCEPTANCE OF THE MINUTES

3.1 The Minutes of the 2015 Winter Conference held in Corozal, Belize hosted by the Corozal Junior College were reviewed. Dr. John Kemppainen moved for the acceptance of Minutes from the Corozal Conference, seconded by Dr. Ivan Nikolov. Members unanimously accepted the minutes.

4.0 TREASURERS' REPORT

4.1 **US TREASURER**, Dr. Deborah Davis, reported that this was a great year for COBEC because collections were higher than expenses. She mentioned that on January 1st the opening balance was \$20,591.11. It was noted that \$2,731 was spent on bills, for services and mini grants, and \$3,000 was collected from dues for 2015. She mentioned that some schools have not paid their dues. She then encouraged members to pay their dues because there are still some outstanding bills to cover.

Dr. Davis requested clarification for a deposit from Trustees Price Waterhouse Cooper who made a \$40 deposit per month which totals \$480 for the year. She mentioned that the payment came from Angelique Robateau and was a payroll deduction in honour of Liston and Daisy Robateau.

A suggestion was made from Dr. John Kemppainen for the treasurer to explore who was paying and provide Price Waterhouse with a receipt at the end of the year for them to claim taxes and acknowledge receipt of the gift. Mrs. Jane Bennett promised to do a search on the donor and get back to Dr. Davis with her findings. Dr. Eve Aird did a quick search and found that the donor could

possibly be a Belizean who was assisting COBEC.

Dr. Davis reported that the grants which were issued last year did not threaten the income of the US COBEC funds. The closing balance was \$21,060.

Dr. Bonnie Higginson moved for the acceptance of the US Treasurer's report, this was seconded by Dr. John Kemppainen. It was accepted by the membership.

4.2 BZE TREASURER/SECRETARY, Mrs. Marie Young, reported that the financial report was inclusive of January 1st to 30th June, 2015. She mentioned that all active member institutions were current with membership dues; however she still needed to reconcile the account with bank deposits. Expenses for the year included Amandala Press advertisement, a portion of the catering for CAFÉ and rental of tent for the COBEC fair. She also explained that the expenses reflected a reimbursement to Corozal Junior College for (?). She reminded all members who attend the conferences to pay registration fees directly to the host institutions and not to COBEC account since the Belize Treasurer only collects membership dues. The closing balance at the end of June 2015 was \$4,466.46.

Dr. Deborah Davis moved for the acceptance of the Treasurer's report, this was seconded by Dr. Cynthia Thompson. All members were in favour of the report.

5.0 REPORTS FROM SUBCOMMITTEES

5.1 Study Abroad Committee: Dr. Eve Aird reported that the committee elected Co-chairs - Dr. Nancy Adamson to represent the US and Dr. Eve Aird to represent Belize. She mentioned that the meeting included the introduction of members, discussion of partnerships, possible interest in and present study abroad programmes. It was suggested that these partnerships information be gathered and shared with other institutions and uploaded to the COBEC website to be shared with all institutions. The committee suggested that members regularly post information on COBEC's Facebook page and website.

US Members were asked to share the Faculty Study Abroad Programme with faculty members in their various institutions. Members were reminded that the programme would have some financial implications for the US faculty. The deadline for submission would be somewhere in January 2016. The committee would also be inviting Belizean institutions to make presentations and/or accompany US faculty on various tours around the country.

Mrs. Jane Bennett applauded the presentation and requested that the program be documented to promote COBEC.

5.2 College Fair Committee (C-FACT)

Mr. Ravey Vellos reported that Mr. Miguel Montero has stepped down and that he, Ravey, had been appointed to the post of Chair of the committee. The group proposed a change in the name of the committee to College Fair Committee (CFC). He applauded Mr. Montero for his services and contributions to the committee.

The general roles and responsibilities of CFC were to coordinate and execute the College Fair that is

held on the Wednesday before the COBEC Winter Conferences held in Belize. He mentioned that the purpose of the College Fair was primarily for COBEC institutions to disseminate information about their institutions to Belizean students.

The committee has observed a downward trend in attendance by US colleges and universities. The committee has proposed to liaise with the hosting institution to arrange free transportation, to the conference venue, after the college fair or early the following morning. Another suggestion was for the conference to commence at 10:00 a.m. for persons traveling early morning to reach on time. The committee also planned to gather from interested members their constraints and to try to address the needs.

The committee named as Co-chair, Dr. Emilia Hodge, on the US side to work along with Mr. Ravey Vellos.

5.3 College Administrators/Faculty Experience (CAFÉ):

Dr. Sharmayne Saunders reported that CAFÉ has adopted the counseling training, library training and other professional training areas. She mentioned that these trainings have been done with US and Belizean counterparts. Dr. Saunders explained that the committee was focusing on accreditation for Belizean faculty and were therefore seeking approval from the Teachers Education Services (TEDS) of the Ministry of Education for Credit Hours toward Professional Development of faculty members. She mentioned that archive training and reference and information access training were already in progress for library personnel. She explained that the University of North Florida has committed to do training for counselors. However, she would need to contact the President of the Counseling Association to see what their needs were. In the area of administration and faculty experience, Dr. Saunders mentioned that research and quality assurance would be added to the list of topics as well as training in specific disciplinary areas.

Dr. Saunders explained that the committee wanted to adopt the model from the library training where members received training both online and face-to-face, plus they got credits from a US institution. Dr. Deborah Davis shared that the library training was online and included one-week of face-to-face classes where participants got their certificates from Valdosta University.

6.0 MEMBERSHIP APPLICATIONS (Full and Associate)

Four institutions highlighted below were seeking membership in COBEC:

1. Bossier Parish Community College, represented by Rick Bateman, was interested in linkage with US and BZ in Teaching Services.
2. The Military College of South Carolina, represented by Daniel Larry and Renee Jefferson shared that the Ministry of Education is helping them with partnership. They have also spoken with UB to do an exchange as well as with Galen and with Corozal Junior College to assist with the leadership programme.
3. Coast College of Georgia, represented by Adam Johnson, was interested in partnering with a Belizean institution.
4. Albany State, represented by Kathaleena Edward Monds, was attending the Conference for the second time and would be taking a group of students down to work in Belize with Galen and

Sacred Heart Junior College.

Dr. Neal McCrillis informed members that only The Military College of South Carolina has submitted an official application letter and he was still waiting for the other application letters from the institutions who had indicated their intent to join.

7.0 EMERITUS NOMINATIONS

Mr. Jane Bennett informed members that there was a motion for Emeritus Nomination for Brenda Armstrong that was tabled by Dr. John Kempainen and endorsed by Dr. Eve Aird, Dr. Michael Brennan and the US and Belize Co-Chairs. Mrs. Bennett mentioned that Mrs. Armstrong was recommended for Emeritus standing since she served as COBEC Secretary/Treasurer and ATLIB Chair for two terms and had made tremendous contribution to both organizations.

Dr. Deborah Davis moved that Mrs. Brenda Armstrong be awarded an Emeritus status, seconded by Dr. Ivan Nikolov. All members unanimously accepted the nomination.

8.0 OPEN DISCUSSIONS

The following matters were then discussed and agreed on:

1. A motion was made by the Dr. Neal McCrillis, US Co-chair, to begin the first day of the Winter Conference in Belize at 10 a.m. depending on the proximity of the venue to Belize City. All were in favour.
2. It was announced that the Leo Bradley Library as of February 2015, in conjunction with the US Embassy, now host the Education USA Reference Center for foreign institutions. The Library invite COBEC institutions' to send their information so that the promotional information could be shared with Belizean students who are interested in studying in the USA.
3. It was recommended for the Faculty Development Seminar Committee to first award \$500 to member institutions and if spaces were left then prospective institutions could be considered for the grant.

It was noted that Dr. Ethel Arzu and Dr. Dwight Call, Emeritus Member, had agreed to assist with the coordination of the Faculty Seminar in Belize.

4. A suggestion was made for Mrs. Marie Young to contact the Subcommittee's Chairs for the committee's roles and responsibilities and forward the information to Dr. Deborah Davis.
5. Dr. Deborah Davis requested for members to send projects, partnering and any other issues pertaining to COBEC for her to upload to the COBEC's website or Facebook page.
6. Dr. Emilia Hodge suggested that we do a reflective assessment of COBEC, looking at COBEC's evolution, impact and future initiatives. Dr. Emilia Hodge requested support from the membership and commitment to form a committee to spearhead the initiative. It was suggested for the committee to meet in San Ignacio one week before the Winter Conference to work on a proposal to present at the conference. The membership agreed that the committee be formed and funding be assigned to the group to work on the document. All members agreed. The committee comprised of: Dr. Deborah Davis, Dr. Warren Hodge, Dr. Nancy Adamson, Dr. Kathaleena Edward Monds, Dr. Eve Aird, Dr. Betty Flinchum, Dr. Cynthia Thompson, and Co-ordinator Dr. Emilia Hodge.
7. Mrs. Jane Bennett expressed that Dr. Carlise Womack Wynne from the University of North

Georgia was seeking permission to use COBEC's logo on their institution's website. It was agreed that member institutions in good standing could use the COBEC's logo as long as the logo was connected or linked to the COBEC's website.

8. US and Belize Co-Chairs' were asked to revisit the list of member institution and to send a letter to inactive institutions as it relates to the COBEC's By-laws on attendance.

9.0 NEXT COBEC CONFERENCE MEETING

It was agreed that the next Conference would be hosted by either Independence Junior College or San Pedro Junior College on the 4-5 February 2016.

Dr. Karen Martinez and Mrs. Young would be responsible for organizing the Conference. Mrs. Young told members that the venue would be confirmed by the beginning of the school year, which would be in September 2015.

Summer Conference: Columbia State University; Date: 27-29 July 2016

10.0 PRESENTATIONS

Presentations were made by the following person on the topics as listed.

- Dr. Patty Emmons, Bridgewater State University, presented her research paper on Coaching as a Model of Professional Development in Mathematics.
- Susan Catapano, UNCW, presented on multi-lateral online training and teaching.

11.0 OTHER BUSINESS

11.1 Members agreed on the following recommendations

1. Presentations needed to be done during the earlier part of the COBEC Conferences.
2. Information should be posted on Facebook or the COBEC website. There was need to post a link on website with Research. Members were asked to post best practices on the Google Docs Web page.
3. Members need to fully commit themselves to the days of the conference. Members need to arrive on time and leave when it is over because it is just courteous to appreciate what the host institution has prepared for us.

11.2 The Co-Chairs thanked Dr. Susan Catapano, on behalf of the members, for the great job done of hosting the COBEC Conference.

12.0 ADJOURNMENT

A motion to adjourn the Business Meeting was made by Dr. Sharmayne Saunders, and seconded by Mr. Froylan Gilharry.

Recorded by,

Marie Scott Young
COBEC Secretary