



COBEC
Consortium for Belize Educational Cooperation

COBEC Summer 2017 Conference July 26-28, 2017

Venue: Madison College, Wisconsin

Hosted by: Madison Area Technical College

Pre-Conference July 26, 2017

Participants present on July 26, 2017 at the Pre-conference session

| First Name | Last Name | Institutions | First Name | Last Name | Institution |
|-------------------|----------------|--|--------------------|-----------|--|
| Nancy | Adamson | Center for Engaged Learning Abroad, CELA Belize | Fermin | Magana | Sacred Heart Junior College |
| Eleanor | Bodden-Gillett | Wesley Junior College | Allison | Martin | Bossier Parish Community College - Bossier city, Louisiana |
| Marlon | Brown | Corozal Junior College | Karen | Martinez | Stann Creek Ecumenical Junior College |
| Lusiola | Castillo | Belize National Library Service | Kathaleena Edwards | Monds | AlbanyState University |
| Gustavo Alexander | Ellis | San Pedro Junior College | Nimisha | Patel | Wright State University |
| Suzanne | Franco | Wright State University | Kevin | Perry | Murray State University - Murray, Kentucky |
| Hugo | Gonzalez | Centro Escolar Mexico Junior College | Francisco | Quiroz | San Pedro Junior College |
| Mike | Kemp | Murray State University - Murray, Kentucky | Deryck | Satchwell | Ministry of Education |
| Elizabeth | Yoon | Moraine Park Technical College - Fond du Lac, WI | Sharmayne | Saunders | The University of the West Indies Open Campus Belize |
| Marie | Young | Independence Junior College | Susan | Syverud | University of North Florida |
| Joy | Ysaguirre | Belize National Library Service | | | |

Workshops:

Morning Professional Development

Best Practices in Online Education: A Panel Discussion Including:

Lynea Lavoy, Connectedness in the online format and cultivating student-instructors relationships

Kristin Uttech, Mobile considerations for online courses-what do instructors and administrators need to know?

Bethany Gordy, Considerations for selection of Learning Management Systems (software for online course offerings)

Tina Rettler-Pagel, Professional Development and preparing faculty for online teaching and learning

Afternoon Professional Development

Consensus Based Governance and Problem Solving: Inclusive and Collaborative

Leadership in Decision Making: Jeremy Kautza, Director Office of Interest Based Problem Solving

U.S Expectations of Study Abroad/Partners: Study Abroad, Risk Management and Best Practices: Dr. Geoff Bradshaw, Madison College Director of International Education



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Venue: Madison College, Wisconsin

Hosted by: Madison Area Technical College

Conference 27th and 28th July 2017

Participants Present on July 28 and 29, 2016 (no) asterisk indicates attendance on both July 28th & 29th, (*) asterisk indicates attendance only on July 28th and (**) asterisks indicates attendance only on July 29th)

| First Name | Last Name | Institution | First Name | Last Name | Institution |
|-------------------|----------------|--|--------------------|-----------|--|
| Nancy | Adamson | Center for Engaged Learning Abroad, CELA | Linda L | McCreary* | University of Illinois at Chicago |
| Douglas "Rick" | Bateman | Bossier Parish Community College - Bossier city, Louisiana | Kathaleena Edwards | Monds* | Alabany State University |
| Tracy | Blahnik | Northeast Technical College | Ivan | Nikolov | Valdosta State University-Georgia |
| Eleanor | Bodden-Gillett | Wesley Junior College | Nimisha | Patel | Wright State University |
| Marybeth | Boettcher | Northeast Technical College | Kevin | Perry | Murray State University - Murray, Kentucky |
| Michael | Brennan | Hillsborough Comm College Plant City or Tampa Bay, Fl | Megan | Popkey | Northeast Technical College |
| Jenny | Brinker | Northeast Technical College | Francisco | Quiroz | San Pedro Junior College |
| Marlon | Brown | Corozal Junior College | Deryck | Satchwell | Ministry of Education |
| Rocio | Carballo** | Sacred Heart Junior College | Sharmayne | Saunders | The University of the West Indies Open Campus Belize |
| Lusiola | Castillo | Belize National Library Service | Joel | Shoemaker | Madison College |
| Larry | Daniel | Citadel Military College Charleston, South Carolina | Susan | Syverud | University of North Florida |
| Gustavo Alexander | Ellis | San Pedro Junior College | Elizabeth | Yoon | Moraine Park Technical College - Fond du Lac, WI |
| Suzanne | Franco | Wright State University | Marie | Young | Independence Junior College |
| Hugo | Gonzalez | Centro Escolar Mexico Junior College | Joy | Ysaguirre | Belize National Library Service |
| Emilia | Hodge | University of Florida | Geoff | Bradshaw | Madison College |
| Warren | Hodge | University of North Florida | Fermin | Magana | Sacred Heart Junior College |
| Mike | Kemp | Murray State University - Murray, Kentucky | Allison | Martin | Bossier Parish Community College - Bossier city, Louisiana |
| John | Kemppainen | University of North Florida | Karen | Martinez | Stann Creek Ecumenical Junior College |
| Brian | Krogh | Northeast Technical College | | | |

CONFERENCE DAY 1

1.0 OFFICIAL OPENING CEREMONY

The official opening ceremony was held in the Madison College Downtown Education (DTEC) Room D240 and it commenced at 9:14 a.m. The Master of Ceremony was Dr. Geoff Bradshaw, Madison College Director of International Education. The program started with the National Anthem of Belize, followed by that of the US.

1.1 WELCOME COBEC CO-CHAIRS

Dr. Karen Martinez, Belize Co-Chair, extend warmest greetings to all colleagues at the conference. She thanked Dr. Geoff Bradshaw and Dr. Jack Daniels for hosting the conference and for an excellent agenda, especially the item to discuss the strategic plan for COBEC.

Dr. Emilia Hodge, US Co-Chair, welcomed everyone and thanked the host and president for all the preparations that were made to put together a substantive and meaningful agenda. Dr. Hodge mentioned that as part of COBEC commitment to fulfill and strengthen ties, so she urged the consortium to do so at the conference.

1.2 WELCOME FROM MADISON AREA TECHNICAL COLLEGE

Dr. Jack Daniels, 111, President Madison College, on behalf of the faculty, staff, Board of Trustees, welcomed COBEC members to the college and the city. He gave a brief overview of the college's facilities, programmes, human resources, centres, external and internal connections, and community linkages. He mentioned that his college was a leader in many ways and that the success was attributed to access. He briefly elaborated on his upbringing and mentioned that mentors and educational structures facilitated his success. He explained that education is the pathway to that success. He expounded that Madison College has a wonderful reputation locally, nationally, , and globally. He explained that traveling abroad creates connectivity and positive exposure, and elaborated that Madison was globalizing its curriculum while striving to connect strongly with partners and students. He said that it was also important for faculty to see something completely different out of their environment and bring that back to engage the students.

He applauded the consortium on the strategic plan, however, he urged the organization to follow through and implement the plan.

1.3 COMMUNITY WELCOME

Dawn Crim, Associate Dean for External Relations, University of Wisconsin-Madison School of Education, mentioned that Wisconsin Educational System upholds the belief that education is life changing. As such, four institutions work collaboratively with the community and students to extend educational and career opportunities.

She emphasized that education was all around us, but the richness of education was really through the collaboration with Institutions, governments and non-governmental organizations. She also emphasized that education was life changing, but it needed

involvement from many individuals for it to happen. In her closing remarks, she thanked the consortium for choosing Madison and hoped they enjoyed the time there.

2.0 COBEC Standing Committee Working Groups

The three (3) standing committees; college fair committee, college administrators/faculty experience and study abroad committee met to discuss future directions.

3.0 AWARDS

Awards were presented to past Co-Chairs: Mrs. Jane Bennett and Dr. Neal McCrillis for their outstanding contributions to COBEC.

4.0 Strategic Planning –Goals and Future of COBEC

Antonio Molina Rivas, strategic planning facilitator, guided the organization to examine: who we are as a consortium, where we would like to see ourselves in the future, and map a path to get there. Members shared meaningful ideas that would help with the plan for the success and sustainability of the organization.

CONFERENCE DAY 2

WELCOME AND GREETINGS

At the opening of the second day of the Conference, Dr. Karen Martinez welcomed members to the business meeting and wished happy birthday greetings to Dr. Emilia Hodge and Dr. Larry Daniel's wife.

Dr. Emilia Hodge requested for a moment of silence and reflection to honour the memory of Emeritus member and Co-founder of COBEC, Dr. Tracy Harrington. Thanks, was extended to those who attended the memorial service in Tracy's honour and Dwight Call and Rick Bateman who produced a tribute to Tracy's memory which was available at the conference.

Dr. Geoff Bradshaw announced that participants who attended the pre-conference would be receiving their certificates by mail. He also shared departure information for those needing to go to the airport.

COBEC BUSINESS MEETING

1.0 CALL TO ORDER

1.1 The meeting was called to order at 9:14 am by Dr. Emilia Hodge, US Co-chair.

2.0 ACCEPTANCE OF AGENDA

2.1 These changes were made to the agenda: -

- Small Grants was added
- Membership Application and Emeritus Application were moved up.
- Under Any Other Business: List SERV, Strategic Plan follow-up, Announcements, Website and Membership items were added.

A motion to accept the agenda with additions was made by Dr. Rick Bateman, and seconded by Dr. John Kempainen. All members accepted the agenda.

3.0 ACCEPTANCE OF THE MINUTES

3.1 Correction was made on the opening page to be read as Winter Conference 2017 rather than Summer Conference 2017. Correction was made to the spelling of Dr. John Kemppainen's name.

3.2 A motion to accept the minutes with the corrections was tabled by Dr. Ivan Nikolov, and seconded by John Kemppainen. All members unanimously agreed.

4.0 TREASURERS' REPORT

4.1 US TREASURER, Dr. Ivan Nikolov, reported that both signatures were required before transitioning the account to the new executive members. He mentioned that the status of the US finance was healthy; the balance stood at \$20, 192.29 US dollars. The treasurer would send payment reminders to new and full members. After signatures were changed at the bank, the treasurer's report of the income and expenditure would be sent to members.

4.1.1 Dr. Larry Daniels moved for the acceptance of a pending US treasurer's report, and seconded by Dr. John Kemppainen.

4.2 BZE TREASURER/COBEC SECRETARY, Mrs. Marie Young, reported that all dues were collected from the active membership and at 31st May 2017 the closing balance was \$4,361.90 BZ dollars. Expenses for this period included; snacks for CAFE, rental of tent for the college fair and rent for the facilities at ITVET.

4.2.1 Dr. Sharmayne Saunders moved for the acceptance of the BZ treasurers report, and seconded by Mr. Gustavo Ellis.

6.0 MATTERS ARISING FROM THE MINUTES

6.1 No matters from the minutes

7.0 DUES INCREASE

Dr. Emilia Hodge noted that in the February 2017 COBEC Business meeting it was agreed that membership dues would be increased to \$300 dollars for the US members and \$300 Belize dollars for Belizean members in 2018 -2019 academic year. Dr. John Kemppainen moved for the increase of the US and Belize membership dues, and seconded by Dr. Larry Daniels. All members were in favour.

A second motion was raised by Dr. Geoff for the bylaws to be updated to reflect the changes in membership dues, and seconded by Dr. John Kemppainen. All were in favour.

A suggestion was made for bill to be sent out to the US institutions with a letter attached which explained the value of COBEC and reasons for the increase.

8.0 REPORT FROM AdHOC COMMITTEES

8.1 RESEARCH COMMITTEE

No report was made by the research committee

8.2 COBEC SMALL GRANT

A proposal for suicide prevention workshop in western Cayo, Dangriga and Belize was submitted by the Citadel and GALEN Belize which was funded after review by the administrative team and those workshops took place in June 2017. An official report was forthcoming from Dr. Larry Daniels.

Dr. Emilia Hodge informed members that two (2) small grant proposals were submitted prior to the conference. A discussion ensued and membership posed several questions and forwarded some concerns. Pointers tabled were:

1. How many grants can be awarded for the year?
2. How much moneys are available to make the grant sustainable?
3. How are the grants been prepared?
4. Who review the grants?
5. What is the reviewing process?
6. COBEC needs to make known who have received grants and how many proposals can one institution receive for an academic year.

Membership proposed for the appointment of a standing committee, with a charge that was twofold;

1. To review the current guidelines and make suggestions about the guidelines as opposed
2. To review an award for proposals and to review immediately the two proposals that was pending

A committee was formed which comprised of; Ivan Nikolov, Joel Shoemaker, John Kempainen, Marybeth Boettcher, Joy Ysaguirre, Francisco Quiroz, and Fermin Magana.

It was agreed for the executive to review the current proposal and for the adhoc committee to come up with the guidelines for the future grant.

Dr. Geoff Bradshaw made a motion that the standing committee would review the guidelines for grants and make suggestions and recommendations for new guidelines and processes to be voted upon in the February meeting, and was seconded by Dr. Sharmayne Saunders. All the members agreed.

9.0 MEMBERSHIP APPLICATIONS (Full and Associate)

Wright State University (WSU) application was presented by Susan Franco and Nimisha Patel endorsement came from The Citadel and Stann Creek Ecumenical Junior College. Two areas of collaborations were professional development in various areas and internship opportunities.

A motion was made by Dr. Michael Brennan to accept WSU as a COBEC member, and seconded by Dr. Larry Daniels. All voted in favour.

The University of Illinois at Chicago was a visiting member at the conference, by the advice of Dr. Neal McCrillis.

10.0 REPORTS FROM SUBCOMMITTEES

10.1 Study Abroad Committee: Report was read by Marybeth Boettcher on behalf of Nancy Adamson. She reported that 14 people attended the committee meeting and the group discussed the following points; examples of study abroad trips to Belize, potential partnerships (“Match-making”), clarify challenges with Ministry of Health and clinical experiences or visits to health facilities and revision of the Template for reporting study abroad experiences designed by Kathaleena Monds.

Representatives from Madison, North Wisconsin Technical College, Albany State University and Murray State described some of their study abroad experiences in Belize.

Representatives from Wesley Junior College, San Pedro Junior College and Centro Escolar Mexico Junior College talked about what they can offer to and what they needed from US study abroad groups and faculty coming to Belize.

The group agreed to the following actions before the Winter meeting in Belize:

- Send a response to the Template to Kathaleena Monds and Nancy Adamson. Nancy Adamson would send the template to all those who attended the Committee meeting.
- Hugo Gonzalez would take the 2013 survey of needs from Belize Junior Colleges and Universities to the September meeting of ATLIB. Then the chairs of the Study Abroad Committee would circulate to the Summer attendees.
- Groups who have good contracts for the provision of services in Belize (such as transport, travel guides, accommodations, etc.) will send that to Nancy who will compile a list for circulation to the Study Abroad Committee.

John Kempainen mentioned that the Ministry of Education had a specific application form for persons who wish to teach in the school systems. He agreed to forward the form to the US Co-chair. Megan Popkey also indicated that the Ministry of Health had certain procedures to get faculty or students into nursing.

10.2 College Fair Committee (C-FACT)

Mr. Marlon Brown reported that 10 members attended the committee meeting and that he was appointed as the Belize connection and Megan Popkey was the US connection. He mentioned that COBEC fair was scheduled for Wednesday January 31, 2018 at the ITVET in Belize City. He requested for the Belizean Deans to inform the number of students who would be interested in participating in the college fair by November 2017.

He mentioned that the committee would develop an on-line registration form that would be sent to the US members to see if they are interested in attending. He elaborated that COBEC had received a proposal from the Ministry of Education, Youth and Sports to have a joint college fair and the committee had agreed with the proposal.

Mr. Satchwell then reported that the Minister of Education was planning to host a tertiary opportunity educational fair to raise awareness of opportunities and choices for tertiary paths to the general high school and junior college population. So, he explained that after

consultation the Ministry agreed that the COBEC College fair would be the ideal time. Mr. Satchwell said that the working committee would need a representative from C-FACT to be a part of the committee. It was suggested that Mr. Brown be the representative on the working committee for the joint college fair.

Dr. Martinez asked for a show of hands for those who agreed to have the joint college fair with COBEC and the Tertiary Education Unit. Majority agreed.

10.3 College Administrators/Faculty Experience (CAFÉ): Dr. Sharmayne Saunders reported that the discussion focused on three principal areas: (a) proper capacity building for institutional strengthening, (b) technical development training, and (c) quality assurance mechanism for accreditation. Dr. Saunders mentioned that in the upcoming February 2018 training the committee asked for experts who would like to team up with our Belize counterparts in training in the areas of

1. Basics of higher education pedagogy
2. Getting Belizean faculty ready to design and deliver course that would make institutions accreditation ready.

She expressed that the committee would ensure that CAFÉ professional development training be merged with ATLIB summer professional development to ensure that the training continue. The official dates set for ATLIB's training will be the first week of June 2018 (Wednesday and Thursday). Dr. Saunders explained that Dr. Martinez would liaison with the Belize Board of Teachers Education to seek Certified Professional Development (CPD). She mentioned that the CAFÉ committee has set up a research subcommittee to devise a template, like study abroad, so that they could capture the necessary data for the cost benefits of the training. The quantitative data would help with application for grants. Dr. Saunders emphasized that the committee agreed that documentation would allow partners in Belize to assist if there is a need or safety issues.

11.0 EMERITUS NOMINATIONS

No emeritus nominations

12.0 ANY OTHER BUSINESS

12.1 List SERV

The list SERV was circulated and updated

12.2 WEBSITE

Dr. Rick Bateman volunteered to redesign the COBEC website and send it to the membership for comments before the February 2018 Winter Conference.

Dr. Ivan Nikolov made a motion for Dr. Bateman to engage a voluntary group to change the website, and seconded by Dr. John Kempainen. All supported the motion.

12.3 STRATEGIC PLAN FOLLOW-UP

The secretary agreed to compile the information from the strategic session and forward to the subcommittee for revision.

Dr. Geoff Bradshaw made a motion to establish an adhoc committee to work on the development of a 3-5 years draft strategic plan to be brought back to the group in February 2018. In addition, the volunteers to the committee were Dr. Larry Daniels, Dr. Warren Hodge, Mr. Marlon Brown and that the membership would reach out to the larger membership not present to ask for volunteers to support that working group, and seconded by Dr. Susan Syverud. All members agreed.

Suggestions were made for the committee to co-opt; Brenda Armstrong, Dr. Eve Aird and Co-chairs of COBEC. Dr. Larry Daniels was appointed chair of the committee.

12.4 Membership discussion

The membership status was discussed and was suggested for discussion to be continued at the February 2018 meeting and that final conclusions be adopted.

12.5 Announcement

In memory of Dr. Tracy Harrington ATLIB contributed \$5,000 to a deserving student who was studying in Health or Agriculture.

The Government of Belize and Valdosta State University will be establishing an endowment fund in honor of Dr. Tracy Harrington at Valdosta State University.

13.0 FUTURE COBEC CONFERENCE MEETING VENUES

Winter 2018 – Wesley Junior College, Belize City (31st January COLLEGE FAIR/CAFÉ and 1st, 2nd February 2018 COBEC Conference)

Summer 2018 – BOISER (25th, 26th and 27th July 2018)

Winter 2019 – San Pedro Junior College

Summer 2019 – University of North Florida

Winter 2020 -

Summer 2020 – North East Technical College

14.0 ADJOURNMENT

The Co-Chairs extended a hearty thank you to Dr. Geoff and Wisconsin Madison Area Technical College for hosting the conference. Dr. Ivan Nikolov proposed for the Co-chairs to send an official thank you letter, on behalf of COBEC, to the conference organizers and that this pattern of thanking the organizers be continued for future conferences.

At 11:45 a.m. a motion to adjourn the Business Meeting was made by Dr. Geoff, and seconded by Dr. Larry Daniels. All members agreed.

Recorded by,
Marie Scott Young
Recording Secretary