Faculty Development Committee 10.16.26

In attendance: Karen Benckenstein, Melissa Eder, Brandon Fansler, Victor Favela, Robert Fulton, Chris George, Jessica Hill, Maria Johnson, Lynne Kenney, Macy Kohler, Anna Rodriquez, Greg Rohloff

Members not in attendance: Elizabeth Copley, Stephen Malley, Lori Petty, Rashmi Pillai, Will Ratliff, Frank Sobey

ACES Planning

Robert shared that we already have 20 submissions, and since we only need 32 at most, he expects all will be submitted by October 30.

We'll have our next meeting on November 20 and then a final meeting to wrap up any loose ends on December 11. December 17 will be the final deadline for all ACES preparation.

We'll need to add in a 4th session in the afternoon due to limited available rooms. Frank will start things off at 8:45. Session 1 will run from 9-10, Session 2 from 10:15-11:15; Session 3 from 11:30-12:30, Lunch from 12:30-1:30, and Session 4 from 1:45-2:45. At our next meeting, Victor will report about whether or not the President will want time in the afternoon and more about what to expect during the breakouts, which won't be for departments – there aren't enough rooms – but possibly divisions or larger groups.

Logistics Subcommittee: reported that chairs and tables will be reserved through Physical Plant and food will be secured by November 20. For food, they'll get 3 quotes from possible vendors. Instead of muffins at breakfast (which usually result in excessive leftovers) the Committee prefers breakfast burritos like our café has provided before. Of course, we'll also have water and coffee, with some snacks throughout the day. Brandon will get everything booked on the class scheduler, ensuring that the First Responders building is reserved for the day. Room assignments will be locked in by December 11.

Program Subcommittee: has started working on the Google site – a framework is in place, and the site can be published at any time. They'll add in presenter names and presentation titles by November 20. Rooms will be added by December 11. Victor plans to ask Carrie to archive previous years' schedules on CTL's ACES website.

Registration/Volunteer Subcommittee: Attendees will be given a number as they register for the day, and that will be their drawing number for door prizes – just like last year. Online registration (the Google form) will open by December 11 and close by December 17. The form will be as simple as last year – attendees will not be required to indicate which sessions they plan to attend. While the Registration/Volunteer Subcommittee will prepare

the sign-in sheets and manage registration at ACES, the Program Subcommittee will create the registration form and upload the final file (to obtain attendees' registration numbers for the door prizes) to Google Drive. Volunteers will be secured by November 20. The Subcommittee plans to send the link for volunteer sign-up to AC groups in stages: first, to last year's volunteers. After about 2 weeks, we'll open it up to everyone by sending an email to the All AC Family DL list. Finally, we'll reach out to Student Life, student workers, etc. For new volunteers, we'll again meet them at the First Responders Building for tours (previous volunteers will also be notified of those times in case they'd like a refresher). We'll notify Brandon of the days/times of these tours. When Robert/Victor communicate with confirmed session presenters, they will ask them for their official title, whether they want to be introduced, and if so, by anyone in particular (if no specific person is identified, the Volunteer Subcommittee will assign a volunteer to that introduction).

Brandon explained that we won't need as much signage this year, because they have added numerous signs in the building. There is no sign by the back restrooms (by the locker rooms) and we might want an arrow dry-erase board pointing to the hallway leading to the Bay for lunch. The Bay will be solely used for lunch this year, with no sessions taking place there. Because of this, raffle prizes will be distributed from the Bay during lunch. The screen displaying winning numbers will be behind the sandwich line. Last year, they moved the fire truck outside to free up all 3 bays, but it froze and they had to have it towed. This year, we'll only have 2 bays to use, but they'll place the fire truck as far out of the way in the 3rd bay as is possible.

Donations Subcommittee: is actively sending requests. By October 30, they'll have all electronic requests processed. By November 20, they'll determine who needs follow-ups and in-person visits. Up through the day of ACES, they'll be picking items up. Last year, for the donor signs, they printed the logos on standard paper in color. These were posted on every door. This year, Victor will arrange (through FedEx) to have one large one printed, with all of the logos. We can also hang these on the windows of the administrative suite. With more lead time this year, Victor will work with Marketing to post the schedule for ACES on the large TV screens. On the ACES website, we should also have the schedule serve as the landing page, and the page should be public, not just available to AC people.

Clarendon College is planning on coming. We haven't heard a response from FPC, but they've been invited. Brandon will drop off some flyers in the administration office when he goes to Borger. Vernon College will also get an invite.

The next meeting will be on November 20.