Faculty Development Committee

Minutes 10.31.25

In attendance: Melissa Eder, Brandon Fansler, Victor Favela, Chris Hudson, Maria Johnson, Lynne Kenney, Stephen Malley, Anna Rodriquez, Greg Rohloff, Kara Starkweather, and Chelsea Thurman.

Members not in attendance: Karen Benckenstein, Elizabeth Copley, Chris George, Lori Petty, Will Ratliff, and Frank Sobey.

Victor started the meeting off with some general faculty development updates. They provided a Make and Take workshop today – these are monthly offerings. The focus today was on AI.

There will be a Lunch & Learn in two weeks – these are also offered monthly – on the current student population and how to better meet their needs. It'll be on the 12th in the Oak Room (or somewhere in the CUB). Light snacks will be offered, and Victor will look into offering these virtually.

There are online learning tracks offered through CTL too, like the Rank and Tenure track. They're inviting new faculty to participate in these as well.

Discussion then turned to ACES. Robert outlined 4 dates: today (10.31, 11.25, 12.19, and 1.15, which is actually ACES. The goal for today was to have 30 proposals, which was accomplished. We might narrow those down to around 25, but we won't need to call for more proposals. Next, we need to start getting more information from all of the presenters.

Karen will receive everyone's bios, headshots, and presentation blurbs. We set the deadline for that as November 25. Last year, people waited until the last minute to send these and they sent it to numerous committee members, so again, this year, everything will go to Karen, and it'll all be due 11.25. We'll create a Google Form for it. Presenters will need to also provide their email, preferred name (if they go by something else). By 12.19, they'll need to provide a link to their presentation.

Brandon's working to get a map of the facility up on the website. The website is looking good. Robert will send a link after the meeting today.

The Volunteer Subcommittee will call for volunteers before the 25th, with all sign-ups due by the 12.19. Maria recommended calling for volunteers a few times. We'll use the form (just updated) that Chelsea created last year.

The deadline for the Donations Subcommittee will go up until the last day. Chelsea has cast a wide net: to 90 people. She's already had some items come in. Last year, Kara just googled the companies to find their logos to use. She called donors sponsors, and they were listed at the bottom. She linked the logos to the companies' websites.

Steve reported on the progress the Logistics subcommittee has made. Last year, food was arranged by the 19th. It arrived late. They also had so many special requests, that's not something we can repeat this year. We can't accommodate everything, but listing 3 options seems reasonable: gluten-free, veggie, and meat. Market Street, Jason's, and our AC Café can accommodate that selection. We'll write into the contract this time that if the food arrives late, we get a 50% discount. Steve will also ask for box lunches.

Signage was an issue last year. Logistics will take this on this year. The session times and locations will scroll on their big TV at the entrance and we'll have big posters printed as well as signs outside each room. We'll probably need signs in the 3 corners of the building. Logistics will request the tables, chairs, and trash cans.

We do have a budget for t-shirts. The group agreed that tote bags aren't typically used after they're handed out, but the ACES t-shirts from previous years are still worn. We need a better system of selecting the size, so this year, that will be tied to an attendee's registration. We'll create a Google sign-up for the raffle, requesting a t-shirt size, and meal preference by the 19th. Robert agreed to talk to Marketing now about a mock-up. When people register, their registration number will also be their raffled ID number. If they're the second person to register, their raffle number is 2. When asking for volunteers in the emails that go out, we'll remind everyone to remember to register. When the link to the registration form is available, the link will be included in those emails.

The Library, tutoring centers, the ARC, Counseling Center, and other AC Departments will provide information at the front. These tables won't have to be manned the entire time, but maybe at breakfast, lunch, and during breaks, and will have take-away flyers and handouts. We will not be doing poster presentations this year but just have these informational tables.

The schedule is on the website now.

Our next meeting will be on 11.21, maybe at 1:00, after the Curriculum Committee meeting.

Steve then led the group on a tour of the facility.

1051 is a computer lab with 32 computers and 2 doors in/out. (3 additional computers in private rooms)

1007 is the administrative/waiting area. T-shirts could be stored here. 1008 is a large conference room. 1009 is the small conference room where the donations could be stored safely, behind locked doors. Steve shared the super-secret code with the group.

Down the hallway is a break area with more storage in 1031. Things could be stored here up to a week before the event – water, snacks, t-shirts, donations.

1064 is the large room seating 160-180 with tables and 300-320 without tables, and there are 4 doors in/out. This will be where the keynotes and breakout sessions take place. The partition can divide the room into two smaller rooms.

Bathrooms are at the end of the hall at the orange wall and on the right and left of the hallway prior to entering the gym (labeled locker room).

The technology is the same in every room, regardless of size: multiple screens, an instructor podium, etc. Most classes only have 1 door in/out. There are 3 48-seat classrooms and 2 30-seat rooms.

1070 and 1057 seats 48 and is the standard classroom size for the facility.

There are student break areas.

1091 & 1089 seat 30.

1107 is a bigger classroom seating 48, with 2 doors in/out.

The garage with the trucks is air conditioned and heated, and the bay doors could be closed. This could be where lunch tables could be set up. Over 200 people could eat there easily. There are speakers for music. The food could stay in 1117. If we needed extra space for lunch, we could roll stretchers out of the ER sim room.

If volunteers (or anyone) need an office, by 1081, there's a common area. This could be where Anna and Melissa "train" the volunteers.

Upstairs is also environmentally controlled and is a fast way to get from one side of the building to the other. We walked across the 2nd floor to get back to the front of the building at the end of the tour. The lookout in front of the windows overlooking the front parking lot is a great place to enjoy a cup of coffee and take a beat.

We expect anywhere from 180-350 people will attend ACES 2026. We'll also be inviting FPC, Clarendon College, and Vernon College. They'll be able to request t-shirts, but only if they register.

We didn't decide on the theme ahead of time, but if a theme emerges from the submissions, we might revisit that possibility. For now, Brandon took the lightbulb from last year and replaced 2025 with 2026. That could still be the image that's used on t-shirts and all other materials.