Faculty Development Committee
November 1, 2024

Call meeting to attention: Rene'e

Link to Committees

Members on this Committee not assigned to a subcommittee

Committee Report Out

Presentation Committee

Program Committee

Logistics Committee

Registration Committee

Volunteer Committee

Survey Committee

Donations Committee:

To Do:
Presentation Committee: Rate and qualify presenters, acceptance letter, assign presenters to room and time slot.

Program Committee: Create platform, send out to faculty, get faculty registered, create signage and scheduling for faculty

Logistics Committee: Reserve rooms (classroom scheduler), assign rooms to presenters (tie to schedule made by presentation committee), schedule audio and video/IT, decide on lunch

Registration Committee: Communicate with Clarendon and Frank Phillips (give info on event, get them link to register, how will they register?, registration day sign in, signs for each room/session, man table on event day

Volunteer Committee: how will volunteers sign up?, assign duties and responsibilities, ensure people are present and taking care of duties, sign in on day of

Survey Committee: survey for faculty attending, survey for volunteers, what do we want to know from each?, create a way for each to get survey and complete on day of, get to presenting faculty

Donation Committee: Request and Track donations, pick up donations, how will prizes be given out?, send out letters after event