Faculty Development Committee Minutes

November 14, 2023

Ware 205 V and Zoom

Members Present	Rene`e Stovall, Pam Oretga, Trena Rider, Ariana Tiroff, Chelsea Thurman, Amy Pifer, Kara Wray, Victor Favela, Jackie Llewelyn, Frank Belizzi, Emily Gilbert, Ray Newburg
Members Absent	Robert Dillon, Connie Haskins, Sharon Shelton, Jacob Price, Lee Stedje, Lori Petty, Lisa McKay, Jessica Hill, Beth Rodriguez
Guests	

Topics	Discussion/Information	Actions/Decisions Recommendations/Timelines
Meeting called 2:00 pm		
Review of Minutes	Minutes were approved by email.	
ACES 2024	Attendees: me, victor, pam, frank Bellizzi, Ariana tiroff, Chelsea Thurman, Kara Wray, Trena Rider, Renee, Jackie, Amy, Ray Presentations Committee: Have 34 proposals at the moment. We are hoping we get more in before the deadline. Question regarding AI Panel vs Keynote. Discussed that we are checking with a potential keynote speaker that spoke at the AI Summit. Each session has a different theme. Discussed how different proposals could meet different needs. Waiting to hear back from Frank Phillips and Clarendon College to see if they want to present. Committee will schedule a meeting to review proposals.	Pam, Emily and Amy will schedule a meeting to review proposals. Need to choose a keynote and notify the proposed AI panel if they will be part of the event. Logistics Committee will reach out to Cheryl regarding lunches. Jackie will send Trena a list of donors from last year.

	Program Committee: Asked Marcie to look over the Google Site to ensure accessibility. We looked into see if you can star the ones you want to go to, but it's not currently a feature of Google Site. There will be hard copies if they want to take one where they can circle the one they want. But on the Google Site each presentation will have a description. Logistics: Beth has already scheduled the rooms and has already contacted the Physical Plant and IT for equipment. Thinking boxed lunch right now, but haven't spoken with Cheryl yet. Donations Committee: Jackie found a list of donors from last year and she'll get it to Trena. Trena has a letter ready to go. She and Lisa are meeting Friday to go ask for donations. Discussion of when she needs to have the logos to put on the Google Site – decision: before Christmas Break. Donations Committee will assist with raffles. Suggestion that we base door prizes off registration rather than tickets. We would assign a number to someone based on registration, then we put the numbers into a random number generator to assign door prizes. No Registration Committee representation at this meeting (two are in class). They need to figure out how to register people so they can get it sent out to Frank Philips and Clarendon, in addition to our faculty. Additionally, this team needs to make the room	Rene`e and Victor will reach out to Registration Committee to get them started.

	signage and name tags. Bring in extra staff help can include student workers, Blue Blazers, Success Coaches, SGA. Need to know if the committee wants to use Event Brite for registration Volunteer Committee: A sign-up genius has been created, but times may need to be adjusted. Schedule is here, although we may need to adjust to the alternate schedule. Chelsea also made a short survey for the volunteers for after the event. Ariana created an ACES email for us. We can use it for people to send presentations to in the future, we can use it for people to ask questions, for the sign-up genius creation, etc. Email is good so it can follow the Committee rather than be tied to a person. Could also create a Distribution IIst that has Victor and the Faculty Chair each year (this year is Rene`e) on it as contact people.	
Next meeting	Friday, 12/8 at 10:30 in person in Ware 205V or on Zoom.	
Full meeting ended	**2:30 PM**	

Recorder: Emily Gilbert, Director of Library