Faculty Development Committee

Minutes 11.21.25

In attendance: Karen Benckenstein, Melissa Eder, Brandon Fansler, Victor Favela, Robert Fulton, Chris Hudson, Lynne Kenney, Anna Rodriquez, Kara Starkweather, and Chelsea Thurman.

Members not in attendance: Elizabeth Copley, Chris George, Maria Johnson, Stephen Malley, Lori Petty, Will Ratliff, Greg Rohloff, and Frank Sobey.

Victor began the meeting by explaining that due to AC's financial issues and subsequent budget cuts, the t-shirts for *all* ACES attendees are not guaranteed. The volunteers will receive shirts, in a bright/noticeable color, and a grant is being submitted to the AC Foundation for everyone else. A grant has already been received to pay for Dr. Bowen's keynote address. We need to thank Holly and her team for that. The other keynote speaker (Rich Gagnon) has declined any payment and will speak for free. We still have money budgeted for lunch but will cut breakfast (only coffee will be served at the start of the day).

Please continue to get the word out about the Lunch and Learns and Make and Takes. Faculty can find more information on the CTL website.

After ACES is behind us, this committee will begin to plan what professional development should look like next year. Ask your colleagues and begin thinking about a plan.

Victor reminded everyone that they can apply for a stipend if they work with CTL to redesign their course. They can do this one-on-one or with other faculty. Also, if faculty are invited to speak, if they get to CTL their agenda and the date, they can receive stipends for those speaking engagements as well.

Chris asked how CTL can help when students are concerned about sensitive subject matter covered in courses. In one of his classes, they were studying Wharton's so-called "erotic novel" and a student said it went against her religious beliefs. Chris advised her to read up until chapter 11 and let him know if she felt uncomfortable. This situation worked out fine, but in the future, how can CTL help with issues like this? Victor said that they'll work with faculty to examine the intent behind the assignment, consider whether alternatives might exist for the student, and help faculty come up with ways to explain to the student that this is a requirement of the course but they can decide what they choose to do.

Robert began talking about plans for ACES. Marketing wanted to send out an email today but it included information about the t-shirts for attendees, which we might not be able to provide. After some discussion, the Committee decided to keep the mention of the t-shirts in the announcement, and to continue to acquire attendees' requested sizes when they register for ACES, so that if the grant does come through, we'll have the information we need to order the shirts. If the grant doesn't come through, we can issue an apology and explanation that unfortunately, there will be no shirts this year.

The Presentation subcommittee reported that the email to register went out 11.21. So far, 17 of the 25 presentations have been received. Presenters have been cautioned that if they miss the deadline, their information might not look ideal.

37 volunteers have signed up so far – the goal is to have 60 by 12.15.

Chris asked about the signage. How detailed should the signs be and what signs do we need? Just arrows? Ranges of classroom numbers with directional cues? Brandon will get at least a rudimentary map for everyone, which the Volunteer subcommittee will provide to all volunteers, by 12.15. There will be signs on the classroom doors with the specifics about the talks/times as well as a sponsor logo. There will also be big signs with the full schedule and all room assignments in the 3 main places (and once the rooms have been assigned, the room numbers will also be listed on the ACES website, next to each session). We'll also need signs for the bathrooms (including a directional cue for the men's and the women's) and for lunch. Chris will find out how long it will take Marketing to make the easel-style signs.

Chelsea reported that the donations are still coming in and that when we get closer to the event, she'll work on signage. She'll use the small conference room to store the items. When people complete their registration form, that gives them their raffle number.

Karen reported that the Program subcommittee are still waiting on about 8 people to get their information submitted.

With Steve not in attendance, we're unsure about quotes for food, but Chris listed how many tables/chairs/trash cans we need to request from the Physical Plant. We'll also need to submit an IT work order for technology needs. Karen reported that most presenters had said they simply needed to show a PowerPoint and would need a computer, which is already something all of the classrooms have. Submitting an AV work order would allow Shon Wagner to get microphones and lapels ready. Brandon explained that the rooms are already wired for sound. There's at least one podium, in the conference center. Robert said that last year, they'd assumed podiums would be in all the rooms and that wasn't the case. If we want comfortable chairs, like they used for Chautauqua, that will require a work order to the Physical Plant. Brandon said he'll ask how to access what appears on the TV in the front lobby – that's one of the locations for the full schedule. He added that when submitting work orders, if the system doesn't list First Responder's Academy as a possible site, the College calls the campus the "Plains Blvd Campus."

We're expecting that anywhere from 175-300 will likely attend ACES. For lunch, we'll request 150 chairs, since there are other places to sit (in classrooms, etc.). The keynotes will probably draw closer to the 300 number.

Clarendon College won't be able to attend, but Victor will invite Vernon and Frank Phillips.

Chris asked if we should ask the new Liberal Arts Dean to do anything at ACES. January 15 will be his first day. It'd be nice if Dr. Sobey could introduce him at the Welcome session.

Karen said that in the future, it'd be ideal if the website could be the *one* place to go, where everything is housed – all the links, the registration, etc. We'll add the website url to the email Marketing plans to send out.

Chris mentioned that the Faculty Senate is trying to create an institutional history office, to appoint someone who will be on the committee for a while and be better able to preserve historical information. The VPAA Office is creating some space online to track everything. ACES has a similar need – to have everything accessible to everyone, including new committee members. Members of this Faculty Development Committee were initially asked to serve 2 or 3 years. Ideally, the committee should be comprised of anywhere from 1/2 to 1/3 of the members as returning (experienced) members and the others as new members. Those of us who are newer members should plan to continue on this committee at least into next year, and we need to take a look at the Bylaws – Chris said he'd be happy to help with that.

After discussing which departments should be invited to do the informational tables at the front, it was decided to skip this for the coming ACES and be more deliberate about this possibility for next year. Without protected time for attendees to visit these tables, they won't be as successful. Next year, that time could be added to the schedule, and then the Library, the tutoring centers, the ARC, the Counseling Center, Advising, and others could be invited to provide faculty with helpful information. We also might want to incentivize faculty to visit these informational tables – such as by giving them a stamp card and having each table stamp cards as attendees visit. The materials handed out at these information tables could also be linked on the ACES website next year.

During the discussion throughout the meeting, the following subcommittee tasks were set with the deadline of 12.15:

Presentation (with help from Volunteer) will get rooms assigned.

Volunteer will recruit an additional 23 volunteers.

Donations will get the room signs with donor logos done.

Program will have the signage and room numbers posted.

Logistics will have the information for lunch/coffee/water set.

Before concluding the meeting, Robert, Victor, Anna, and Melissa agreed to meet next week at the First Responder's Academy to assign presentations to specific classrooms.