Faculty Development Committee
November 22, 2024

Call meeting to attention at 9:00 am: Rene'e
Link to Committees

Committee Report Out

Presentation Committee

- What's left?
  32 Presentations received, 8 sessions per 4 tracks
- Need to categorize and notify presenters. Deadline to submit presentations to Program Committee =
  - Remind presenters they need to have presentation on flash drive or saved to google slides
  - Strongly encourage them to use common applications like PowerPoint or Google Slides
  - Reminder that room facilitators are not IT specialists
- Assign presenters to their sessions using the shared Google Sheet - Call for Proposals
- Create a survey for presenters in Google Form

Program Committee

- What's left
- **Create signs with QR codes for the digital program** QR code for digital program (Due: December 10)
  - Waiting on final list of proposals
- **Create printed program to be placed in Student Life sign holders** ($20 per print)
- **Coordinate Room Sponsorships with Donations Committee**
- **Print Room Signs (**Due: January 6)

Logistics Committee

- What's left
- **Research and choose breakfast and lunch provider/cost** (Due: November 10)
- **Plan rooms to be used based on location (based on last years rooms)** (Example) (Due: December 1)
  - **Contact/secure rooms through Classroom Scheduler** (Due: December 5)
  - Add additional trash cans
  - Schedule physical plant to stop by after breakfast and after lunch
  - Add tables to front apron of the stage for breakfast, coffee stays in the back
- **Assign rooms to presenters** (Due: December 10)
- **Design event layout (auditorium) with check in tables, including registration, t-shirts, breakfast/lunch, and donation** (Due December 10)
  - Small trash can on coffee table

    - Multiple water stations
    - More bananas
    - Gluten free breakfast options
    - Vegan lunch, gluten free
- **Arrange for music to be played during breakfast reception, create playlist** (Due December 10)
- Schedule an IT Specialist to be on hand for the day of the event, with walkie talkie/call phone
- **Contact/secure sound and IT checks for each room** (Due: January 6)

Registration Committee

- What's left
- **Create signs for registration sign-in table (Due: December 1)**
    - **Follow up: check # of registrations from Clarendon and Frank Phillips (0 at this time)**
    - **Victor sent out invitation on Friday 11/22**
- **Create signs for each room/session (Due: December 10)**
    - **Get with Amy for color printing and CTL general sign in sheets**
- **Man the sign-in table on the day of ACES (Due: January 8)**

Volunteer Committee

- Message out to staff, students, volunteers
    - Reminder sent out on 11/22 encouraging staff to sign up
    - Amy will remind all success coaches to sign up
- **Man the volunteer sign-in table at ACES (Due: January 8)**
- **Coordinate Room Sponsorships with Program Committee**

Donations Committee

- Update
    - Going to issue raffle tickets when people sign in/pick up shirt. Raffle tickets will be preselected and there will be a slide posted during lunch break so winners can pick up their prize.
- What's left
- **Man the drawing table during ACES (Due: January 8) - (# of Participants - 300)** *Plan - Red Tickets assigned to prizes the day before. At registration, attendees will draw a number. Prizes will be awarded during lunch. THANKS for your help!* 🙂
- **Send thank you cards to donors (Due: January 15)**

Chairs To Do:

- Slide show for breakfast and lunch
- Run of show

- List of committee members phone numbers
  Meeting adjourned: 9:47 am