Faculty Development Committee Minutes

November 3, 2023

Ware 205 V

Members Present	Emily Gilbert, Victor Favela, Renee Stovall, Jackie Llwellyn, Kara Wray, Jessica Hill, Beth Rodriguez, Arianna Tiroff, Pam Ortega, Chelsea Thurman
Members Absent	Robert Dillon, Connie Haskins, Sharon Shelton, Frank Bellizzi, Jacob Price, Christy Robinson, Luci Creery, Lee Stedje, Lori Petty, Ray Newburg, Lisa McKay, Trena Rider, Amy Pifer
Guests	

Topics	Discussion/Information	Actions/Decisions Recommendations/Timelines
Meeting called 10:37 am		
Review of Minutes	Minutes were approved by email.	
ACES 2024	Courtney Milleson put together a group that went to an AI conference; they want to put together a panel. We don't have a keynote, so this could potentially be our keynote. There is a certain expectation when it comes to a keynote, so would need to work with the panel to ensure. Subcommittee membership is still low. Some were assigned, but we still need people to help! Survey committee was absolved by other committees to ensure the tasks are able to be completed. **Presentation Committee Report Out:** We would like	Committee members that had not chosen a subcommittee were put on one. They are also linked here. Renee will send an email to the folks who went to conferences recently to personally ask them to sign up to present. Pam will resend out the email calling for presenters. Pam and Emily will meet closer to

	presentations to be chosen by Thanksgiving so they can be notified after that. **Program Committee Report Out:** Kara has uploaded a Google Site for the ACES program draft. Information just needs to be filled in once presentations are chosen. Idea is to put a giant QR code near the registration table so they have it all day. It will be first come, first serve. Going to play with the features to see if there is a way to "favorite" something in a list. Discussion of a Blackboard Organization with all the presentations/handouts from ACES. Have a folder of 2024, and future years can have folders as well. Organizations are self-enrolled, so future faculty members can access items as well. Need to have a physical schedule as well for those that didn't read emails/aren't prepared/don't want to use their phones. Accessibility concerns with Google applications and we do have a few faculty members who will need adjustments. Suggestion to create a text document with the information so screen readers can work. **Logistics Committee Report Out:** In Ordway again this year.	Thanksgiving to review presentations that have been submitted. Will also write an acceptance letter and assign presenters to a room and time slot. Ariana is going to play around with Blackboard to see re: Organizations or if there is a better way to "organize" the information. Beth will email facilities to ensure we have the rooms. Renee will add rooms to the passport once they are chosen. Logistics committee will need to reach out to Monty re: Ordway Auditorium to discuss lighting/sound and also food. Renee and Victor will reach out to the Registration committee as they are all new.

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	Registration Committee Report Out: Nothing yet. **Volunteer Committee Report Out:** example is no longer active, so cannot see it. We don't have to have a sign-up genius, we just need a way for people to sign up for assisting with ACES. There is a list of Volunteer Responsibilities in the ACES folder. **Donations Committee Report Out:** There is an old version in the folder, so it will need to be updated. Not sure if the letter has been sent out yet since there is no one here from the committee. Need to have at least one person from each subcommittee here so we can ensure everything is on track.	To assist the volunteer committee, Pam and Emily will put a suggested number of volunteers for each presentation when the presentation is approved. Suggestion for a generic CTL or ACES email for sign-up genius and other items like that each year, so that when people leave we can access the information. Renee and Victor will connect with the Donations committee to check where they are.
Next meeting	November 14th at 2:00 - 3:30 PM through Zoom	
Full meeting ended	**11:22 AM**	

Recorder: Emily Gilbert, Director of Library