Faculty Development Committee Minutes

December 8, 2023

Ware 207

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

Topics	Discussion/Information	Actions/Decisions Recommendations/Timelines
Meeting called 10:34 am		
Review of Minutes	Minutes were approved by email.	
ACES 2024	We are a month out (January 10, 2024) and at crunch time. **Presentation Committee**: We met and reviewed presentations. We set up tracks and times. Emails have gone out to presenters to thank them for applying and to let them know when they would be presenting. Rooms have also been assigned. Here is a link to the room & time assignments. Kara has reached out to Jerrod regarding a mental health presentation during lunch. **Program:** Kara is continuing to work on the Google Site. Each session will have detailed information. Additionally, there will be a	Kara will reach out to Jerrod to double check that he is comfortable presenting during the "working lunch" period. Victor will send information to Kara regarding the keynote. Frank/Beth will reach out to Physical Plant to ensure Dr. Clunis, Denise, and others that need a podium have one on the day of. Additionally, they will reach

	map of Ordway. Jackie checked with Marcie regarding accessibility of content. **Logistics:** Rooms have been reserved and assigned. Frank/Beth are in touch with IT to ensure access to technology in the classrooms. IT will need to be notified of non-AC personnel so the generic username/password can be turned on. Additionally, IT should be notified of the rooms that need laptop carts. Podiums will be a separate request through Physical Plant. Mics will be through AV. Request for another room for donations. Need to ensure we have lunch, snacks and coffee service scheduled. Water has been ordered. **Volunteer:** Sign-up Genius was created. We will switch it over to the generic email so we have the form in future years. Chelsea has also created a survey to send out to volunteers after the event. **Donations:** The spreadsheet is updated (linked here) and in the FDC shared folder. Suggestion to reach out to our new AC corporate partners. Other committee members suggested places	out to IT regarding generic username/password for the non-AC personnel attending the event. Frank will check-in with Beth to ensure food/coffee has been ordered. Trena will reach out to Christi Pergrem to see if we can use the Ordway 100 office area to set up the donations. Trena will upload the 2024 donation letter. Chelsea will work with Ariana to switch the sign-up genius to the generic ACES email rather than Chelsea's specific email. Reminders will be sent out to ensure volunteers show up and show up on time. Jackie is reaching out to ensure we

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	or offered to visit other places to see if the donation list could be increased. Registration list will need to be provided to the donations committee so they can do random names for the door prizes. **Registration:** Letter has been sent out to Clarendon College; eventbrite (just for Clarendon) is live and they are signing up. Sign-up choice email (Google Form) was sent out to faculty yesterday (12/7). It should be viewed as a "shopping list" not a full registration. Limits will be set on the room to ensure they are not full - the session has been capped on the Google Form. Once each session reaches 25 it is kicked off the menu. After-session surveys have not been created yet. Plans to create a separate survey for each session and have a QR code for each. Discussion of creating a t-shirt as a "take away". Shirt should have ACES and CTL branding, but no year listed. Next year we need to have shirt size added to ACES registration.	have Jack Sorenson offerings for donations. Victor will send the registration list to Trena and other donations list members. Rene'e & Victor will create the surveys and create links for each individual presentation. Emily will create QR codes and put them in the spreadsheet. Rene'e and Ray will make a sign for each classroom. Kara is going to add a button to the Google Site. Victor will add a shirt size selection to the choice survey that went out 12/7. He will email the 30 people that have already signed up to see what their size preference is.
Next meeting	**January 9, 2023 at 1:00PM in Ordway Hall** (by the back of the auditorium) to finish set-up.	
Full meeting ended	**11:19 AM**	

Recorder: Emily Gilbert, Director of Library