Faculty Development Committee Minutes

December 9, 2022

Ware 207

Members Present	Pam Ortega, Emily Gilbert, Christy Robinson, Jackie Llewellyn, Victor Favela, Frank Bellizzi, Whitney McGilvray, Beth Rodriguez, Frank Demos, Amy Pifer, Maria Johnson, Jessica Hill,
Members Absent	Luci Creery, Ariana Tiroff, Mike Hannen, Trena Rider, Robert Dillon, Amanda Lester-Chisum, Nathan Fryml, Don Abel, Kim Bowen, Connie Haskins, Sharon Shelton, Kelly Voelm, Will Ratliff, Donna Cleere, Lee Stedje, Kristin Barker,
Guests	

Topics	Discussion/Information	Actions/Decisions Recommendations/Timelines
Meeting called 1:05 pm		
Review of Minutes	November 11, 2022 Minutes were not emailed out ahead of time. They were read through and approved unanimously at the meeting.	Emily will make sure to email minutes out for future meetings.
ACES 2023	Volunteer committee requested information in order to know how many volunteers to sign-up: We will need volunteers for: ● Breakfast/Lunch ● Directional, to get to sessions/keynote/prizes, etc. ● Set-up ● Breakout sessions - note: There will be 11 sessions for the first and third breakout session times; 10 in the second and fourth ● Prizes ● Takedown	**There are rolls of tickets in the CTL storeroom; if more are needed, Cheryl will get some.** **Add to ACES Handbook for next year: event/location registration communications (mall is Student Life, not Physical Plant; Ordway Auditorium is Monty Downs).**

	Breakfast/Lunch will be on tables at the back of the auditorium, prize table will be "behind" the auditorium near the museum. Raffle - there are plenty of fabulous door prizes! People will need to download the app in order to get notification that they have won a prize. Goal for Sched to be available is Tuesday, December 13th. We have been given the okay to use the Sched app from now on. **We no longer have to register through WebAdvisor, but we <u>will</u> need to download the app to sign in (or physically sign in day of).** Program committee will get the signs from the Sched program & will hang up outside each room. Signs will be hung up (by the chimney with care) Tuesday afternoon in preparation for Wednesday morning. Work order has been sent in for the technology needed (Zoom keynote). Lunch will be Jason's Deli boxes; Badger Cafe is providing.	
Other Announcements		
Next Meeting Dates	TBD	
Full meeting ended 1:51pm		

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Recorder: Emily Gilbert, Director of Library