

Faculty Development Committee Minutes

October 11, 2019

Ware Student Commons, Room 207

Members Present	Kim Boyd, Kim Smith, Walt Webb, Kristin Edford, Jeff Gibson, Frank Demos, Mike Hannen, Lynne Kenney, Will Ratliff, Mandi Wheeler, Christy Robinson, Jodi Lindseth, Tiffany Lamb, Emily Gilbert, Amy Pifer, Mary Dodson, Larry Adams, Becky Matthews, Kelly Voelm, Lori Petty, Susan Burgoon, Lisa Holdaway, Heather Voran, Pam Ortega, Jacob Price,
Members Absent	Yvette Saenz, Connie Haskins, Pam Madden, Camille Nies, Bill Netherton, Sam Schwarzlose, Jackie Llewellyn, Courtney Milleson, Michelle Akins, Marcie Robinson, Kerrie Young,
Guests	

Topics	Discussion/Information	Actions/Decisions Recommendations/Timelines
Meeting called 2:03 pm		
Review of Minutes	<ul style="list-style-type: none"> • Hire-to-Retire plan: Becky Burton has compiled several faculty members from around the college to serve on this; it is no longer the sole responsibility of this committee. • There isn't much time in the meeting for reading through the minutes. Suggestion to email minutes out ahead of time for perusal. 	<ul style="list-style-type: none"> • Minutes will be emailed out after the meeting/before the next meeting for review instead of printed.
Report on Faculty Development	<ul style="list-style-type: none"> • Attendance has been up on faculty development sessions. • Heather has been sending Monday morning emails about the FD sessions each week and that has helped. Committee agreed that these are helpful. • Good turnout for Google Educator Training. It starts next 	<ul style="list-style-type: none"> • Heather will continue to send out FD emails each Monday.

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	<p>Friday, 10/18/19.</p> <ul style="list-style-type: none"> ○ Google requirement to have 2 6 hr. sessions. ● Heather is working on a catalog update (from the one passed out at the All-Faculty meeting in August). 	
ACES Sub-Committee Reports	<ul style="list-style-type: none"> ● ACES is 8:30 - 4:30 on January 15th, 2020 ● Set up on day of begins at 7:45am ● Lunch will be boxed lunch and in the main auditorium. ● We can get sponsors! If AC funds pay for it, must have AC logo on it. BUT we don't have to only go through AC Marketing/College Relations. Have to check with Foundation/Mark White's office to make sure that we don't overlap/hit up people that AC is already receiving funds from ● Marketing is shorthanded and won't be able to send out Save-the-Dates and reminder emails (re: Registration is open, ACES is coming up, etc). <ul style="list-style-type: none"> ● If communications are made, send to Heather and she'll send it out from CTL email. 	
Logistics	<ul style="list-style-type: none"> ● Met at Polk Street Campus to look at rooms ● There are 5 rooms and the main auditorium. Each room 	<ul style="list-style-type: none"> ● Will meet again November 8th to finalize rooms and set up a meeting

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	<p>fits from 20 - 50 people.</p> <ul style="list-style-type: none"> • Can use the main front registration area. • Downtown Campus has arrows to direct traffic. All rooms are basically in one hallway with one slightly around the corner. • Has a janitorial staff that will help with set-up and breakdown. • \$2200 budget for food, which is about how much money was spent for ACES '18 (2019 was an outlier). 	<p>with Cheryl Oldham re: food.</p>
Presentation/Program	<ul style="list-style-type: none"> • Updated forms have been emailed out to faculty • Selected 2 keynotes: L.T. Reese Mills & Richard Burns <ul style="list-style-type: none"> ◦ Both will do keynotes and breakout sessions ◦ First keynote will be in the morning, second keynote will be during lunch. ◦ First keynote topic is first-gen college students & learning spaces, second keynote is student engagement/classroom technology. • Breakouts will be 45-50 minutes probably. If repeats are needed, may ask people to do more than one session. • Suggestion: signage for bathrooms. 	<ul style="list-style-type: none"> • Will meet November 1st to decide presenters/presentations • Heather will send an email out to the FDC on October 25th to see if we want to encourage some folks to apply to present.

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Registration	<ul style="list-style-type: none"> • Need bigger bags for SWAG bags • Discussed raffle/door prizes <ul style="list-style-type: none"> ◦ Notebooks, pens, pencils, flash drive, laser pointer, candy • Badge scanning: there is a new program created by AC called Go-Track that's a website where folks can go to to check in. • \$2K for SWAG & miscellaneous expenses. 	<ul style="list-style-type: none"> • Will contact local businesses in an attempt to secure outside sponsors for the conference. • Will discuss budget in 10/11 meeting (after main FDC meeting) • Will check onGo-track to see if it's easier than the scanning that AC IT has done for ACES in the past.
Volunteer	<ul style="list-style-type: none"> • Received a list of volunteer positions needed. • Discussed using Signup Genius to get people to sign up. 	
Post-Conference Survey	<ul style="list-style-type: none"> • Looked at previous year's surveys. <ul style="list-style-type: none"> ◦ Done in Google Docs last year; could be done through CTL survey tool in 2020. ◦ Can consider paper, but must think about the labor for collection after. ◦ Used QR codes last year, but people didn't have a QR reader, so Heather sent emails after. • Need information about what the presentations will be so can tailor the forms. • There are two different survey types: one for each presentation and one for the conference overall. • Suggestion: survey QR codes in the program, so can more easily access the surveys. 	<ul style="list-style-type: none"> • Heather will tell Marketing about QR codes in program.

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	<ul style="list-style-type: none">• Suggestion: instructions for how to download QR reader (or test camera for newer devices) in the program, so folks can easily get information needed for the surveys.	
Timeline Review and Editing	<p>[See Timeline document]</p> <ul style="list-style-type: none">• January 13th is the first day faculty come back. There is an all faculty meeting from 9-11am. Stuffing SWAG bags will follow the all-faculty meeting.• Question: do we need to fill out a UCP?	<ul style="list-style-type: none">• Heather will check if a UCP is needed.• Heather will also send out a meeting request for stuffing the SWAG bags after the all-faculty meeting on Jan. 13th.

Recorder: Emily Gilbert, Director of Information Services