

Faculty Development Committee Minutes

October 29, 2021

Parcells 410

Members Present	Pam Ortega, Emily Gilbert, Michael Hannen, Jackie Llewellyn, Michaela Dodson, Robert Dillon, Kristin Barker, Beth Rodriguez, Whitney McGilvray, Jessica Hill, Frank Demos
Members Absent	Angela Powell, Bryan Cresap, Luci Creery, Penelope Davies, Christy Robinson, Jeff Gibson, Connie Haskins, Amanda Lester-Chisum, Donna Cleere, Maria Streater, Sam Schwarzlose, Rodney Donahue, Amy Pifer, Lori Petty, Frank Belizzi, Don Abel, Terry Smith, Will Ratliff, Kim Bowen,
Guests	

Topics	Discussion/Information	Actions/Decisions Recommendations/Timelines
Meeting called 9:06 am		
Review of Minutes	Minutes approved through email.	
ACES 2022	<p>ACES will be in Byrd/Parcells, so we can have a bunch of rooms but not have to be spread across the campus.</p> <p>Keynote will be Debjani Biswas. She is an engineer. It will be tailored to us, not just a canned speech</p> <p>Keynote will be delivered through Zoom. Everyone will go to the room for their breakout session #1. Keynote will be on the screen in each of those rooms, so people will be in that room for the keynote and the first session.</p>	<p>Volunteer committee needs to find 10 people per breakout session to be moderators.</p> <p>Michaela and Pam need to meet with first presenters so they can facilitate during the keynote.</p> <p>Presentation committee needs to notify presenters that they have</p>

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	<p>People teaching the first session will be a facilitator during the keynote. There will be discussion questions/interactive components; it won't just be a lecture. As it will be in different rooms, there will be smallish groups to further help conversation.</p> <p>Michaela and Pam will meet with the facilitators to discuss their piece prior to ACES.</p> <p>There will be the keynote session, one breakout session prior to lunch. After lunch there will be three more breakout sessions. Breakout sessions will number about 10 per session; rooms need to hold about 25 people.</p> <p>Digital programs; nothing printed. Registration committee will make a QR code for the program to have at registration tables in the morning.</p> <p>Need 10 volunteers for each breakout session time to be a moderator. Moderator will ensure everyone signs in and also turn people away if the room is too full. Additionally, they will be there if presenters need any assistance.</p> <p>Some breakout sessions will be repeated so folks will get multiple</p>	<p>been chosen.</p> <p>Logistics needs to communicate with Michaela regarding rooms.</p> <p>Anyone who receives donations from a small business that does not have a website needs to ensure getting a logo from them for the program.</p> <p>Luci needs to get Michaela the lunch count for Clarendon and Frank Phillips by Jan. 5th.</p> <p>Emily will make the Google Forms and the QR codes for all the breakout sessions.</p> <p>Presentation committee needs to write a rubric for presenters for next year to ensure that it can apply to all faculty members rather than just a specific content area.</p>
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	<p>opportunities to attend sessions that they are interested in.</p> <p>Presentation committee has chosen presenters, need to be notified by December 1st.</p> <p>Sign in sheets only for sessions, not for “walk in”. Registration table will have paper name tags in addition to having all the prizes displayed and the QR code for the program.</p> <p>Michaela created a sign-up genius for the volunteer list.</p> <p>Discussion of raising Professional Learning points for presenting at ACES.</p> <p>Everyone will need to be on campus at 8:30 for ACES; everyone will help clean up and close down.</p>	
Next Meeting Dates	November 12th at 9:00 AM December 3rd at 10:00 AM	
Full meeting ended 9:34 am		

Recorder: Emily Gilbert, Director of Library