

FAC Conference Committee

MINUTES

February 3, 2017

Members who all happened to be at the same place at the same time: Lynn Roller, Greg DeSantis, Beth Spear, Katherine Poirier, Bill Faraclas, Stephen Adair, Linda Wilder, Meg Leake

Updates

Registration update

- Up to 100 registrations
- President Toro registered mid-meeting
- Last year the conference hit around 140 attendees and then plateaued
- The committee needs to send out another round of reminders “we only have ____ seats left”
- We can send a message to any president whose campus is underrepresented to have them encourage attendance
- Ask unions to encourage participation
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BOR Awards session

- Stephen and Meg will do a write up for the program
- Ways to streamline the session:
 - Potentially do photos following the ceremony, instead of during
 - Awardees should check in ahead of time, so that people who are running late are called at the end. This will prevent the ceremony from unnecessary delays.
 - Recipients of each category could stand together and be announced as a group.

Featured Students Session

- Bill is waiting to hear from more people for suggested students
- As of right now, he has several names, but would like representation from more schools.

Other?

- Welcomes during the conference:
 - Morning: FAC(Barbara)->President(OJakian)->Event(Harris)
 - Afternoon: FAC(Adair)->President(Toro)->Keynote(Goldrick-Rab)

Conference program – What is the cutoff date for information submission?

- The welcome in the program will be written by the FAC-This will be written by Stephen and Barbara
- Lynn Has sent out a draft of the book
- We still need the logos for all of the unions that contributed funds.

- The footer of the program will include a URL (www.ct.edu/faculty/conference) and a message regarding select sessions being recorded.
- Each presentation will be numbered, and organized in the booklet based on room with the largest to smallest capacity.
- We need to determine a location for the shared governance award.
- We would like to include pictures for the student panel
- Meg will send Lynn a list of people to put on the special thanks page.
- Gateway will need the printing code from Alice to process the order-Meg will be asking Alice for the code
- The program will need about two weeks to print, we will be ordering 350 copies and will need to submit the job by 3/20/2017
- We will be sending a copy to any member of BOR who is unable to attend.
- Once the preliminary program is complete (Session details) we will send a link out to attendees, and presenters. We will also link the program to the website.
- Stephen has a sent a request for a headshot and Bio for the keynote.

Program evaluations – Electronic survey post conference?

- The Monday after the conference (4/10/2017) we will send out an email survey
- This will not include individual session evaluations
- On either the back cover or the breakout session page, we will include a reminder in the program. Any attendee will be able to access it earlier than 4/10/2017
- We will check with Roberta regarding the form from last year
- Tabled topic: New evaluation questions

Session Facilitators?

- Last year there were individuals in each room, but they did not facilitate.
- Meg's Coaching staff amongst others can be present in each room to do the following:
 - Introductions (If deemed necessary in the next meeting)
 - Time checks
 - Troubleshoot-Greg suggests that all floaters download GroupMe in order to streamline communication and make people aware of any issues throughout the day

What else should we be doing right now?

- Need to confirm the date and location of next year's conference
 - SCSU: 4/13/17 (this location can accommodate 350 people)
 - This information once confirmed should go on the back cover of the program
- Name tags-Natalie Ford will check costs
 - We may see if continuing ed. has additional tags
- Would getting CCSU pens be a possibility? Are there any departments on campus that may be able to donate pens to the conference?