

Conference Committee Minutes

September 23, 2016

10:30

1849 Room, The Student Center

Members present - Stephen Adair, Barbara Richards, Bill Faraclas, Judy Wallace, Meg Leake, Linda Wilder, Lynn Roller, Kathy Poirier, Elizabeth Spear

1. Introductions
2. Committee Secretary Volunteer - Shayne Koplowitz
3. Summary or work to date
 - Kathy has reserved several spaces to use during the conference, and may be able to find more spaces
 - Several members of the BOR have agreed to attend conference and present the awards
 - Currently the budget is 8,000 from the System Office
 - Meg has asked the provost for additional funding, and he asked her to follow up after the mid-year.
 - Several ideas were explored to cut costs
 - Not providing continental breakfast or coffee at check-in.
 - Replacing a buffet or served lunch with a box lunch option. The cost would be between \$10 and \$13 per person, compared to \$20+ the cost of servers and set up. Having a box lunch will take half the time. If we have 300 attendees, we would need to allow much more time for lunch service if we had a buffet or served lunch.
4. Review of 2016 Conference Implementation
 - Review of last year's schedule
 - Review of evaluation return
 - Would like a higher return for the upcoming conference
 - Suggestions for increased evaluation responses
 - Post conference online evaluations (this may eliminate people feeling rushed to fill out the forms)
 - Remind attendees throughout the day to submit paper evaluations
 - Lessen the duration of the sessions to give individuals time to fill out the forms

- Set up several netbooks with evaluations launched to increase the responses throughout the day, and as individuals leave early
- Increase media coverage of the conference this year
 - Chad Valk has agreed to support this effort
- The press release that was sent to the system office last year was never released
 - This year the committee proposes sending a release to Mark Ojakian
 - Use individual campus PR offices to do releases too
- Sessions, like last year, will be recorded
- Registration
 - Email blasts with a registration link
 - Regular follow ups
- Last year Barbara did targeted outreach to people she knew doing relevant work, and solicited them to present
 - Worked very well, and she encourages the committee to do the same this year

5. Determination of Conference Theme and Tagline

We decided that we would open the conference with the celebration of the BOR Award Winners (teaching, scholarship, research and shared governance), and close the conference by hearing directly from our students. The closing session would be modeled after a program held several years ago, sponsored by AAUP, during which our students shared their stories of success and how they overcame obstacles to succeed. Faculty who attended were very moved by these stories.

Our colleges and universities are unique in Connecticut. We are the campuses of access. We have the most socioeconomic and racial diversity. We educate the highest percentage of Connecticut residents. A great many of our students must overcome great adversity to cross the finish line.

- Phrases discussed
 - Changing Lives
 - Celebrating a better world, one student at a time
 - Building better lives, one student AT A TIME
 - Enhancing student experiences

(An email will go out today to generate consensus around a tagline.)

- Build conference around student successes vs. student success
 - Celebrate good things that have happened, and how it connects to the system

- Have a session similar to an event at CCSU several years ago. The event featured students who shared their stories of overcoming diversity to achieve success.
 - Encourage people to incorporate student voices when they submit proposals
 - Encourage proposals that create a sense of value for the work we do around CT
6. Keynote Speaker Ideas
- Possibilities:
 - The editors of Inside Higher Ed
 - Potentially an individual who started at the community college level, went to a four-year institution
 - By striking the sit-down formal lunch, it opens up a decent portion of funding to put toward a keynote
7. Work Groups
- Budget and fund requests- Meg
 - Speakers and special guest coordination- Stephen
 - Marketing and public relations- TJ and Roberta
 - Online Conference Registration
 - Proposal Review- All
 - Graphics and Materials- Possible as a project for Students. Judy will work with Middlesex's graphics departments
 - Food Services-Kathy
 - Student work force coordination and on-site logistics- Kathy and Beth
 - Session recordings- Chad Valk and Tiffany Moffo-Simpson
 - Session and Overall Conference Evaluation- Roberta
 - BOR awards program - Stephen
8. Future Meetings: 1:30 to 3:30, locations to be determined
- October 21
 - November 4
 - December 2
9. Other Business

Discussion: Save the date and call for proposals - Discussion of the proposed timeline resulted in the following changes (underlined).

Notice out/save the date- September 30th
Call for proposals as close to September 30th as is feasible
2nd call for proposals-October 17th
Proposal deadline-~~December 1~~February 1st
~~Presenter notified January 5th~~
Presenter ~~acceptance~~ notified by February 10th

Agenda and Meeting Handouts are attached