

## **Faculty Advisory Committee's Conference Committee Minutes – 10-21-2016**

### **Members Present:**

Meg Leake, Judy Wallace, Bob Brown, Kathy Poirier, Stephen Adair, Greg DeSantis, Bill Faraclas, Roberta Prior

### **Approval of Minutes**

- Motion to approve made by Meg
- Motion passed

### **Keynote Speaker**

- Sarah Goldrick-Rab (SGR)
  - The cost for SGR will be 2500 (Greg has recommended setting 1000 aside for travel expenses)
  - Stephen will request a PSA in order to pay half of SGR's cost upfront
  - SGR would like to do a book signing, that could potentially follow the keynote address.
    - Kathy will reach out to the campus bookstore to determine how to best facilitate the signing
  - The committee will need to seek permission to have her session recorded.
  - We will ideally have SGR come in the night before the conference and leave the day of the conference.
  - SGR will speak between 40-45 minutes, with 15 minutes for Q & A.
  - Now that SGR has been booked, the committee will send out additional save the dates listing the speaker
  - The committee will periodically provide updates to SGR regarding the status of the system

### **Conference Theme, Strands and Graphics**

- The logo should send a positive message
- It should capture the collective effort of the system to hold up CT
- Judy is communicating with a colleague to make the creation of a logo into a second year project for a student
  - We are requesting the student provide four image in JPEG format by 11/4
  - The first copy of the final image will be due to the committee 11/16 (To be discussed via email)
  - On 12/ 2 any last minute tweaks of the image will be discussed
- Roberta will be checking on the amount spent on printing costs last year
- Gateway will be able to accommodate the printing of programs, but cannot incur the entire cost of the printing.
- The committee will consider color coding session tracks, and will also have paper maps detailing the type of sessions in each room.

### **Finalize "Call for Presentation Proposals"**

- The session synopsis has been reduced from 150 to 120 words. This will help to limit the length of the programs, and save on printing costs.
- The responses in question eight have been amended to say:
  - Student Engagement (~~Community, International, Campus~~)

- Curriculum and Pedagogy
- Research and Innovation Regarding Student Success
- Student Support
- Shared Governance
- Several edits and adjustments were made to the introductory paragraphs for the call for proposals form. Stephen will update both the form and introductory paragraphs.
- Stephen will utilize JotForm to collect data from proposal submissions.

### **Review Timeline**

- Moving forward the following changes have been made to the timeline moving forward:
  - Proposal deadline ~~December 1~~ ~~February 1~~ January 26 at noon (this way the deadline can be extended if there are not enough proposals)
  - Presenters will be notified by February 10th

### **Other Business**

- The committee will appoint members to elicit proposals from community members they believe are doing pertinent work, that should be shared.
  - Additionally all members should make a concerted effort to encourage proposals from people doing noteworthy work.
- The committee will appoint members to make sure that certain people definitely register for the conference.
- Proposal review:
  - The committee will have a meeting following the proposal submissions and use a 1-5 scale to rate them.
- Budget and Spending:
  - Other sources of funding include petitioning the following groups and people for monies:
    - SUOAF, AAUP, CCCC
    - Presidents or campuses in general for 100/campus (We are going to see if Jane Gates can send out the request)
  - Kathy met with several people from Sodexo and was able to secure a sit down lunch for 12/person!
    - SOdexo will need 11:25-12:15 to set up
    - The tables will be preset, and the food will be served prior to people sitting down.
    - This will save 20-30 minutes
    - There will also be water stations set up
    - Kathy will be discussing a potential coffee station for the morning.
    - If we are at capacity for lunch, that will be a cost of 3600
- Tabled topics:
  - Assignment of people to pursue proposal applicants
  - Assignment of people to ensure certain administrators register
  - Accountability for individuals who sign up and do not attend.