

FD Advisory Committee Meeting 8.1.24

Start: 3:04/ End: 3:54

Attendees: Dr. Rebecca Burton, Dawn Headrick, Dr. Patrick Lewis, Linda Kaposci, Dr. Serena Richards, Kenya Rutherford, Russell Smith, Dr. Tiffany Vincent, and Dr. Allison Venuto

Fall '24 Round-up:

- Finalized RSVP- will need an overflow room. We have more than 100 adjuncts participating this year.
- Huge thank you to Tiffany and Sahalie. The Mentimeter is incredible. We looked at obtaining a license college wide, but the expense is high, so the T&D have a license.
- Keynote will stay through the entire conference. Agreed to ask him to hang out with Russell and serve to host a Q&A. Discussion on ensuring that no one monopolizes the speaker. There will be mics set up for the presentation's Q&A session.
- Allison sent out a call to the ADs/ specialty groups interested in a slide to share information for the PPTX. If you have a slide/ or are interested in creating a slide to share, please send to Allison ASAP.
- Russell - Did anyone see the document he put in the shared folder? (Silence. We need to review and give feedback to him.)
- Request: If possible, get to the venue early to help welcome people and assist with any last minute issues. There will be volunteer lanyards for the committee members - please wear them to let everyone know they can ask you questions. We also need volunteers to show folks to their seats (as they arrive, there will be an electronic agenda and sign in available).

Spring '25:

- Timeline has been agreed upon and works. CougarReview for end of August. Allison sent to publication team.
- Sept- Reminder emails to go out.
- List of groups to invite is growing: PD, DoS, Advising, Career Center.... Recommended: Writing/ Math/ Science Centers, Veterans Office, First Generation Org, and Fostering Success.
- If you think of any others, please let Allison know ASAP.
- Discussion: Should we create a "training packet" on "how to conference?"
 - Serena to send over a "How to Create an Effective Presentation" to Allison
 - Discussion on creating a slide deck to offer presenters
 - This led to a solid conversation about whether faculty would be limited in how they wanted to present, if they were required to use the slide deck
 - Currently discussing a trial run/ set up a questionnaire to see how receptive faculty/ presenters would like this idea
 - Allison to send over logos to Russell as he volunteered to create the slide deck
 - Other points to consider: How to assess if technology is working/ if videos are embedded and playing properly before the conference

- Contact information for the room
- Recommendations for fostering engagement
- Question: Can committee members present? Absolutely; please do.
- Location: We will be in Frisco again, but we will use more rooms. eLC will record to help us with crowding

Conversation veered back to Fall 24 conference:

- Kenya asked if she could attend the walk-through as she would like to find out where everything is. Yes
- Allison to send out a reminder email to faculty who RSVPed with updated map to McKinney.
- There is no information on when the walk-through will be.
- Dawn: This is her home campus, and she will serve as a general guide for attendees and will hang out at the Health Sciences Information desk.
- Please wear comfortable shoes/ clothes as you will definitely get your steps in on this day. Please also wear your lanyard and name tag. If you need a name tag, reach out to your Admin. Assistant ASAP to get a name tag- these take some time to receive, so ASAP is important.
- Please start mentioning the Spring conference to get the word out.

CASP Conference Planning:

- E-Conference for Fall 2025
- More details to come
- Can attend for free and can submit a proposal (again, please do)
- This is a state conference (but out-of-staters have joined)
- Possible themes:
 - Setting SAIL: Supporting Non-Traditional Students
 - Setting SAIL: Scaffold and Support for Today's Diverse Students
 - Setting SAIL: Scaffolding and Support for Non-Traditional Students
 - Career Readiness
 - Emotional Readiness
 - Digital Citizenship
 - Most really liked Scaffolding.... For Today's Diverse Students
 - Discussion on whether or not diverse would be politically correct
 - Alt. ideas: One Size Does Not Fit All
 - Divergent
 - Diverse
- We will choose a topic in the upcoming weeks.
- If you think of any other topic ideas, please do reach out to Allison

Looking ahead:

- '24-'25 procedural document has been revised.

- Discussion on adding additional adjuncts. When should we include? (Serena said Sept.- most agreed)
- This led to a longer topic on adjunct workload, accessibility, but we should offer the opportunity so they can work towards gaining committee experience with Collin
- Discussed the application- same as before- blind assessment and decide based on fit
- Leadership structure: Allison to create an MS form. The existing committee to review. You can self-nominate or nominate others.
- We currently do not have any dates to meet past August.
 - Discussion on meeting times
 - Consensus was for Friday meetings to continue
 - Will try to work around everyone's schedules, but we are currently looking at 12:00 or 3:00 PM to meet (on Fridays)
- Next week's meeting: Will cover last minute issues