

Minutes for the CNAP Committee Meeting
November 29, 2017 at 11:00 AM in 123 HSS

Attended By: Drs. Waleed Farag, Dighton (Mac) Fiddner, Crystal Machado, Ben Rafoth, Krista Sarraf, Alex Ashcom, Sarah Bradshaw, and Braxton Dameron

1. DF made a motion to move the discussion of Dec. 2nd workshop planning to the beginning of the Agenda. WF seconded it and the notion was unanimously approved.
2. It was decided that the Maximum number of participants at the December 2, workshop would be 40, our 8 staff members not included.
3. Email Confirmation of attendance and photo release forms will be sent out to those who registered for the workshop.
4. Each group of 7 participants will have their own table at the workshop, and would perform the activities together.
5. A sign-in sheet, adult photo release form, and evaluation forms will need to be present for the participants.
6. Lunch will be self-serve: at least 3 pizza slices and a drink for every person attending.
7. Door prizes will be drawn in between activities.

8. Sarah will need early access to the building to set up videotaping equipment.

WF will make sure that she can be there by 8 AM.

9. Advertising for our next event should begin soon. It is likely this event will be in early to mid-February (the 10th or 17th).

10. The Minutes of last meeting were unanimously approved at 11:45 AM

11. WF will ensure that all doors to Stright Hall will be opened and accessible to workshop attendees on Dec. 2nd. Signs will be posted on all doors to guide participants to the location of the workshop.

12. BR will provide name tags for all participants.

13. DF will ensure that HR has received our event registration and will update staff info to include all of our names.

14. WF will be a timekeeper for the Communication skill session at the workshop.

15. Krysta and Jennifer will be presenting on Research, Technology, and the Writing Center for the December 2 workshop summary.

16. CM has asked WF to work on providing proper coding for the questions in the survey to be used in the data analyses.

17. Meeting was adjourned at 12:30 PM

Submitted by: Braxton Dameron and Waleed Farag