

Activities & Events Committee 2010-2011

(Submitted by Committee Co-Chair Anne Owen – April 2010)

ACTIVITIES & EVENTS COMMITTEE: Goals Recommendation Report

Goal Recommendations	Adopt	Who	Action Steps	Timeline
Maintain policy and procedures for trips and activities and make available to faculty Follow new bus policy		A&E Committee With Lowell	1. Continue to put trip information into H-drive as well as update information sheets 2. Create A&E link to facbook 3. Create archives of activities and events 4. Update bus procedure in coordination with Dru's office regarding family and friends bus trip allowances 5. Update maps, escort sheets, and information in trip files	Ongoing By Summer 2010 Ongoing By Summer 2010
Support social activities involving Language Partners Club		L.Partners Club and A&E and ELI faculty	1. Expand support of L.P. Club activities on campus 2. Explore ideas to get ELI and UD students together	Ongoing
Initiate ELI Clubs		A&E Committee and ELI faculty	1. Survey faculty members who would like to spearhead an ELI club (sports, music, arts/crafts, etc.) 2. Survey students to find out interest and willingness to participate	By Session V 2011

Enhance advertising of trips and activities		A&E Committee and Lowell	<ol style="list-style-type: none"> 1. Work with Lowell to obtain activity photos for students to see events on the TV screen in the ELI Library during cash window hours 2. Post Session trip information on bulletin board in Alison, Student Lounge in Main Street (new building) and in Lobby at ELI 	<p>Session V 2010 Ongoing</p> <p>Session VI 2010 Ongoing each session</p>	
Meet with Faculty at Annual Retreat to brainstorm for ideas, suggestions, requests for new events and/or trips to enhance faculty and student participation and interest		A&E Committee and ELI faculty	<ol style="list-style-type: none"> 1. Break into individual groups to brainstorm ideas (possible categories for discussion within each group might be campus events, ELI events, day trips, American culture events and return to all-faculty group for final discussion. 2. Committee to discuss adding, subtracting or revising trips and activities based on faculty suggestions. 	Session V 2010 – Ongoing	
Organize and control inventory of activity and event supplies		A&E Committee	<ol style="list-style-type: none"> 1. Establish a permanent storage area in ELI basement for A&E events supplies and sports and games equipment 2. Buy new refrigerator and small Freezer 	<p>September Retreat 2010</p> <p>Summer 2010</p>	

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