

## **33<sup>rd</sup> Annual AIS Conference 2011: October 13-16**

### **Grand Valley State University: Preliminary Report, 2.5 years out**

#### **Traditions and Trajectories: Reflections on Interdisciplinarity**

We think it is important to periodically reflect on and examine the roots and histories of integration and interdisciplinarity; we would like to consider these roots with our futures in mind as well. As the timing of this conference coincides with the forty year establishment of the William James College and immediately follows the fifty year anniversary of Grand Valley's founding, such reflection and dialogue would be energetic and timely within our campus communities as well.

#### **I. Conference Planning Committee**

We have begun conversations on campus with key people and departments to inform them of our intent to host the conference. We have received enthusiastic support and encouragement in all areas, and will continue to develop collaboration throughout the campus. Currently we have a written and/or verbal commitment of assistance from:

Gayle R. Davis, Provost and Vice President of Academic Affairs  
Wendy J. Wenner, Dean, College of Interdisciplinary Studies (CoIS)  
Judy D. Whipps, Chair, Liberal Studies Department  
Christine Drewel, Faculty, Liberal Studies Department  
Susan Mendoza-Jones, Director of Integrative Learning, CoIS  
Mary Manier, Director of Special Markets, Grand Rapids  
Convention and Visitors Bureau  
Shelley Sickrey, Administrative Assistant, CoIS  
Noreen Savage, Administrative Assistant, CoIS  
Diane Six, Administrative Assistant, Liberal Studies Department  
Sally Vissers, Administrative Assistant, Liberal Studies Department  
GVSU University Promotions  
Maureen Wolverton, Liberal Studies faculty  
Daniel McClure, Liberal Studies faculty  
David VanderSloot, GVSU Conference and Event Planning  
Melissa Peraino, Continuing Education

Students (to be recruited Fall 2010), including Lib Majors and Hospitality and Tourism Management Majors, and/or those doing internships in conference planning

## **II. Conference Planning Subcommittees**

Subcommittees need to be formed now, although some preliminary members of the Conference Planning Team have agreed to work in the areas below.

### **Design**

Design and produce all conference materials, including call for proposals, conference program, promotional materials, and signage during conference

Melissa Peraino, Continuing Education  
Christine Drewel, Liberal Studies faculty  
Diane Six, Administrative Assistant, Liberal Studies Dept.

### **Entertainment events**

Arrange receptions for Thursday and Friday and events on Thursday night and Saturday night.

Kirsten Bartels, Liberal Studies faculty

Justin Pettibone, Liberal Studies faculty

Melissa Baker-Boosamra, Liberal Studies faculty

Diane Maodush-Pitzer, Liberal Studies faculty

Stan Krohmer, Liberal Studies faculty

Mary Manier, Director of Special Markets, Grand Rapids  
Convention and Visitors Bureau

### **Exhibit**

Arrange for books, journals, and other interdisciplinary materials to be displayed.  
Set up exhibit table at conference.

Susan Mendoza-Jones and Shelley Sickrey, CoIS

Melissa Peraino, Continuing Education

### **Food**

Work with hotel to select food for receptions, breakfasts, lunches, and dinner.  
Track special dietary requests.

Christine Drewel, Liberal Studies faculty

Diane Six, Administrative Assistant, Liberal Studies Department

Diane Maodush-Pitzer, Liberal Studies faculty

### **Outings**

Plan Saturday afternoon and evening activities. Schedule guides. Signs and logistics at conference (with **Design**).

Stan Krohmer, Liberal Studies faculty

Melissa Baker-Boosamra, Liberal Studies faculty

Kirsten Bartels, Liberal Studies faculty

Justin Pettibone, Liberal Studies faculty

### **Program**

Finalize themes. Draft call for proposals. Review proposals. Notification of submitters.

Christine Drewel, Liberal Studies faculty

Judy Whipps. Liberal Studies chair

Shel Kopperl, Biomedical Sciences and Liberal Studies faculty

Daniel McClure, Liberal Studies faculty

Greg Mahoney, Liberal Studies faculty

Rachel Peterson, Liberal Studies faculty

### **Publicity**

Identify associations, programs, people, listservs, and websites through which to advertise conference announcement. Send announcement.

Christine Drewel, Liberal Studies faculty

Daniel McClure, Liberal Studies faculty

Greg Mahoney, Liberal Studies faculty

## **Registration**

Design and maintain website. Set up on-line registration and process registrations. Compile information packets and name tags. Staff the registration table and information table at the conference.

Susan Mendoza-Jones, Director of Integrative Learning, CoIS

Shelley Sickrey, Administrative Assistant, CoIS

Melissa Peraino, Continuing Education

## **Speakers**

Identify and schedule speakers and pre-conference workshops. Possibly submit proposals for grants to FTLC and/or other GVSU and local sources to help with funding if needed.

Christine Drewel, Liberal Studies faculty

Maureen Wolverton, Liberal Studies faculty

Judy Whipps, Chair, Liberal Studies department

Daniel McClure, Liberal Studies faculty

Greg Mahoney, Liberal Studies faculty

## **Technology**

Arrange A/V equipment. Provide technology support at the conference.

Christine Drewel, Liberal Studies faculty

(need to find more here... ask Ben Rapin, Information Technology, student recruitment, Kim Kenward or Glenna Decker, Information Technology)

**Time/Space**

Logistics of scheduling/assigning presentations to locations and time slots.  
Presentation room set up. ADA accessibility issues.

Susan Mendoza-Jones, Director of Integrative Learning, CoIS  
Shelley Sickrey, Administrative Assistant, CoIS

**Other**

We have secured a contract (thanks to Roz's helpful and patient guidance) with the Amway Grand Plaza Hotel. We are drafting our preliminary budget.