1. **Committee chairperson:** Shannon Kelley

2. **Committee membership:**

   Shannon Kelley; Rebecca Fang; Sergio Adrada Rafael; Jonathan Stott, SJ; *ex officio members:* Jennifer Anderson; Peter van Heerden; *student members:* Zoe Ferranti; Anif McDonald

3. **Number of meetings attended by each committee member:**

   Shannon Kelley (4); Rebecca Fang (2); Jonathan Stott, SJ (3); Jennifer Anderson (4); Sergio Adrada Rafael (4); Peter van Heerden (2); Zoe Ferranti (2); Anif McDonald (1)

4. **Dates of meetings:**

   September 9, 2015; October 21, 2015; January 27, 2016; March 3, 2016

5. **Principal topics considered by the committee:**

   - Steward PL&E Emergency Fund of $1,000
   - Represent the faculty on issues related to campus events in meetings with Associate Vice President of Marketing and Communication, Jennifer Anderson, and Executive Director of the Quick Center, Peter van Heerden
   - Represent the faculty in ongoing conversations with students and FUSA officers about campus events and lectures
   - Attend Board of Trustee meetings and meetings of the Arts, Culture, and Community Engagement (ACCE) committee meetings
   - Address issues affecting public lectures and events on campus: costs related to marketing and promotion, Sodexo refreshments, and media; restructuring of the Media Center and ITS; responsibilities of the Marketing and Communication Department; and the events calendar

6. **Decisions and actions taken by the committee:**

   - The committee voted unanimously to fund five public lectures and events: Jo Yarrington ($250), for Doug Beube’s lecture and workshop for the public, co-sponsored by Creative Life and the Studio Art Program; Mary Ann Carolyn ($250),
for the Italian Documentary Film Series; Emily Orlando ($150), to contribute toward costs associated with Women’s History Month keynote speaker, Christine Cupaiuolo, and her talk, “A Return to Mad Men: The (Presidential) Politics of Gender and Women’s Health;” Jennifer Adair ($250), for a campus screening of “The Hand that Feeds,” a film on food justice, race, and immigration in a Manhattan sandwich shop; and Laura Marciano ($40), for costs associated with a public reading from her book of poems, “Mall Brat.”

- Student representatives attended two meetings. They discussed the importance of digital boards, “The Weekender” emails, confirmation of attendance at events through smart phones, creating a new Stag Spirit club to increase support at athletic events, and the desire for faculty to connect with students outside class and advising.

- Jonathan Stott attended two Board of Trustees meetings, Sergio Adrada Rafael attended two ACCE meetings, and Shannon Kelley attended one ACCE meeting.

- The committee discussed the need to put together a guide for creating poster advertisements and digital board submissions, and recommended that Marketing create and maintain this procedural document. The committee discussed a motion to coordinate all annual lectures with the 75th anniversary of the founding of the university (2017), which coincides with the end of the capital campaign.

- The committee addressed social media tools for marketing public lectures and faculty events – SnapChat takeover, Go-Pro videos, instagram, ThinkSpace.

7. **Anticipated effects of these decisions.** PL&E hopes that students and faculty enjoyed the events supported by our emergency fund grants. The committee also hopes that PL&E will continue to act as an intercessor between faculty and the relevant administrators whose decisions affect public lectures. We hope that university theme faculty and staff facilitators receive support and recognition from the university community.

8. **Unfinished business.** The committee finished its formal business of distributing its emergency funding to support public lectures and events run by faculty, considering ways to increase student participation in public lectures and university events, investigating faculty concern over rising media costs. These and related issues warrant continued efforts by the committee.

9. **Future agenda items.** During the next academic year, we suggest the committee may wish to consider:

- The function and role of PL&E with relation to discussions of campus-wide themes.
- The future role of PL&E and its relationship to ACCE. The current co-chairs decided to disband ACCE for AY 2016-17.
• The cost of digital boards and other marketing tools for university community events run by faculty.

Respectfully submitted,

*Shannon Kelley*

Chair Public Lectures & Events Committee

May 20, 2016