

# **IAL INSTITUTE FOR ACADEMIC LEADERSHIP**

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## **AGENDA DEPARTMENT CHAIRPERSONS WORKSHOP**

The Mission Inn  
Howey-in-the-Hills, Florida  
October 4-7, 2015

### **SUNDAY EVENING**

- 4:00 - 5:15 p.m.     **Registration** – Hotel Lobby
- 5:30 - 6:30 p.m.     **General Session** – Coronado/Serra Room – Conference Center
- “Deans and Chairs: We Are All in the Same Boat”**
- Presentation by José Fernandez**  
                                  **Dean, College of Arts and Humanities**  
                                  **University of Central Florida**
- 6:30 – 7:00 p.m.     **Reception and Social** – La Hacienda
- 7:00 - 8:30 p.m.     **Dinner** – La Hacienda

### **IMPORTANT INFORMATION**

During each scheduled reading period, participants will read material found in the IAL handbook. In preparation for small group discussions, participants will contemplate responses to questions at the end of each reading.

During each scheduled discussion period, the small groups will review and discuss the material just read, including responses to the questions. Each small discussion group should select a recorder who will present one or two points of interest from the small group discussion or present a question for discussion.

## MONDAY MORNING

- 6:30 – 7:55 a.m. **Breakfast Buffet** – La Hacienda (any time during period)
- 8:00 – 8:10 a.m. **General Session** – Coronado Room/Serra Room  
Introduction to workshop – Larry Abele, IAL Director
- 8:10 - 8:30 a.m. **TOPIC – "Faculty Evaluation & Performance Counseling"**  
**Introduction by Gwendolyn Singleton  
Chair, Department of Psychology  
Florida A & M University**
- 8:30 - 8:45 a.m. **Small Groups** – See list in notebook for group assignment and location.  
  
Take a few minutes for participants to introduce themselves, include number in department, how you were selected, and how long as chair.
- 8:45 - 10:00 a.m. **Reading Period**  
Read material on Evaluation and Performance found in handbook. Review evaluation letters and review questions.  
  
**Refreshment** available 9:00 – 11:00
- 10:00 – 11:25 a.m. **Small Group Sessions**  
  
Discuss questions and letters of evaluation.
- 11:30 - 12:00 p.m. **General Session** – Coronado Room/Serra Room  
Presentation of selected item from small group discussion.
- 12:00 – 1:00 p.m. **Group Lunch** – La Margarita/El Conquistador
- 1:00 – 1:15 p.m. **General Session** – Coronado Room/Serra Room  
**Topic – "Academic Maps"**  
  
Introduction by Larry Abele
- 1:15 - 2:00 p.m. **Reading Period**  
Read "Academic Maps" found in the handbook. Contemplate responses to questions found at the end of the reading.  
  
**Refreshment** available at 1:15 p.m.

## MONDAY AFTERNOON Continued

- 2:00 – 3:00 p.m. **Small Group Discussion**  
Discuss reading material and questions.
- 3:05 - 3:30 p.m. **General Session** – Coronado/Serra Room  
Presentation of selected items from small group discussion.
- 3:30 – 6:00 p.m. **Recess** for relaxation and/or informal discussion.

## MONDAY EVENING

- 6:00 – 7:00 p.m. **GENERAL SESSION** – Coronado/Serra Room  
  
**Topic: “Performance Measures”**  
  
**Presentation by Joseph Glover**  
**Provost and Senior Vice President**  
**University of Florida**
- 7:00 - 8:30 p.m. **Dinner** - La Hacienda

## TUESDAY MORNING

- 6:30 – 7:55 a.m. **Breakfast Buffet** – La Hacienda
- 8:00 – 8:20 a.m. **General Session** – Coronado Room  
  
**Topic – “Legal Implications of Being a Chair”**  
  
Introductory remarks by Julie Sheppard, General Counsel  
Florida Institute for Human and Machine Cognition  
University of West Florida
- 8:20 – 9:20 a.m. **Reading Period**  
Read case studies found in handbook. Select cases you would like to discuss.  
  
**Refreshment** available 8:20 – 11:00 a.m.
- 9:20 – 11:25 a.m. **Small Group Discussion**  
A legal facilitator will participate in each small group. Analyze and discuss legal case studies.
- 11:30 – 12:00 p.m. **General Session** – Coronado Room  
Each legal facilitator will present a case or two that his/her group found especially interesting, applicable or challenging.
- 12:00 – 1:00 p.m. **Lunch** – El Conquistador

## TUESDAY AFTERNOON

- 1:00 - 1:15 p.m.     **General Session** – Coronado/Serra Room  
**Topic: - “Delegating and Using Committees”**  
Introduction by Glenn Cunningham
- 1:15 - 2:00 p.m.     **Reading Period**  
Read chapter in handbook and review questions.  
**Refreshment** available 1:00 – 3:00.
- 2:00 - 2:55 p.m.     **Small Group Discussion**  
Discuss questions at end of chapter and in handbook.
- 3:00 - 3:30 p.m.     **General Session – Coronado Room**  
Presentation from small group discussion.
- 3:30 - 6:00 p.m.     **Recess** for relaxation and/or informal discussion.

## TUESDAY EVENING

- 6:00 - 7:00 p.m.     **General Session – Coronado/Serra Room**  
**Topic: “Your Identity as a Chair and Some Pretty Fancy Footwork”**  
  
**Presentation by Barbara Ridener, Chair**  
**Teaching and Learning**  
**Florida Atlantic University**
- 7:00 – 8:30 p.m.     **Group Dinner** – La Hacienda

## WEDNESDAY MORNING

- 6:30 – 7:55 a.m.     **Breakfast Buffet** – La Hacienda
- 8:00 - 8:20 a.m.     **General Session – Coronado/Serra Room**  
**Topic – “Assigning Faculty Activities”**  
Introduction by Larry Abele

## WEDNESDAY MORNING Continued

- 8:20 – 9:20 a.m. **Reading Period**  
Read chapter on Assigning Faculty Activities in the handbook. Contemplate questions.
- Refreshment** available 8:30 – 11:00.
- 9:20 – 10:30 a.m. **Small Group Discussion**  
Discuss questions related to reading.
- 10:30 - 11:00 a.m. **Discuss any questions/issues that may not have been addressed.**
- 11:00 – 11:30 a.m. **General Session** – Coronado/Serra Room  
Presentation of selected item from small group discussion.
- Wrap up and adjourn.
- 11:30 - 12:30 p.m. **Lunch** - El Conquistador Room
- You may enjoy lunch in the El Gitano Room or take a box lunch to enjoy on your return home.

**We are glad you could participate. Have a safe trip home.**