



**INSTITUTE FOR ACADEMIC LEADERSHIP**  
**The Florida State University**

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**AGENDA**  
**DEPARTMENT CHAIRPERSONS WORKSHOP**

**Mission Inn Resort**  
**Howey-in-the-Hills, Florida**  
**June 8-11, 2014**

**SUNDAY EVENING**

- 4:00 - 6:00 p.m.    **Registration** – Hotel Lobby
- 6:00 - 6:30 p.m.    **Welcome Reception** – La Hacienda
- 6:30 - 7:55 p.m.    **Dinner** – La Hacienda
- 8:00 - 9:00 p.m.    **General Session** – Coronado/Serra Room – Conference Center

**Marshall Criser, III**  
**Chancellor**  
**State University System of Florida**

**IMPORTANT INFORMATION**

During each scheduled reading period, participants will read an assigned topic found in the workshop handbook.

In preparation for subsequent small group discussion, participants will consider responses to questions found at the end of the reading materials. Select questions you would like to discuss and/or have the most impact on your situation. During each scheduled discussion period, the small group will review the material and discuss the questions.

Each small group should select a recorder who should be prepared to present at the General Session either one question for discussion or two to three highlights of the small group discussion. This presentation should last no longer than three minutes.

## MONDAY MORNING

- 6:45 - 7:55 a.m.     **Breakfast buffet** – La Hacienda
- 8:00 - 8:10 a.m.     **GENERAL SESSION** – Coronado/Serra Room  
**Welcome, introductions** – Larry Abele
- 8:10 – 8:30 a.m.     **TOPIC – "Assuming a Leadership Role"**  
**Introduction by Barbara Ridener, Chair**  
**Teaching and Learning, Florida Atlantic University**
- 8:30 - 9:00 a.m.     **SMALL GROUP SESSION** – See list for group assignment and location. Participants introduce themselves, include number in department, how you were selected, and how long as chair.
- 9:00 - 10:00 a.m.     **Reading Period**  
Read chapter on Leadership found in handbook.  
Contemplate questions at end of reading material.
- Coffee available at 8:45 a.m. – Plaza de las Palmas (Courtyard)**
- 10:00 - 11:25 a.m.     **SMALL GROUP DISCUSSION**  
Discuss questions. Each group should prepare one or two points of interest or a question for discussion at the General Session.
- 11:30 – 12:00 p.m.     **GENERAL SESSION** – Coronado/Serra Room  
Presentation of question/highlights by small group representatives.
- 12:00 - 1:00 p.m.     **Group Lunch** – La Margarita/El Conquistador

## MONDAY AFTERNOON

- 1:00 - 1:30 p.m.     **GENERAL SESSION** – Coronado/Serra Room  
  
**TOPIC - "Effective Teaching"**  
**Introduction by Larry Abele**
- 1:30 - 2:15 p.m.     **Reading Period**  
Read material in handbook on Effective Teaching.  
Review questions.
- 2:15 - 3:10 p.m.     **SMALL GROUP DISCUSSION**  
Discuss questions at end of reading material.
- Refreshment available 1:15– 3:00 p.m. – Courtyard**
- 3:15 - 3:30 p.m.     **GENERAL SESSION** – Coronado/Serra Room  
Presentation of questions/discussion by small groups.

**TUESDAY AFTERNOON Continued**

3:30 - 6:30 p.m. **Recess** for relaxation and/or informal discussion.

**MONDAY EVENING**

6:30 - 7:40 p.m. **Group Dinner** – La Hacinda

7:45 - 9:00 p.m. **GENERAL SESSION** – Coronado/Serra Room

**Topic - “Turning Administrative Chores into a Lucrative Career”**

**Presentation by Jaap Vos, Director  
Department of Community and Regional Planning  
Boise State University**

**TUESDAY MORNING**

6:45 - 8:00 a.m. **Breakfast Buffet** – La Hacienda

8:00 - 8:30 a.m. **GENERAL SESSION** – Coronado/Serra Room

**TOPIC – “Dealing with Conflict and Maintaining Morale”  
Introduction by Carolyn Henne, Chair  
Department of Art, Florida State University**

8:30 – 9:45 a.m. **Reading Period** - Read material on Dealing with Conflict and Maintaining Morale in the handbook. Contemplate questions at end of reading material.

**Refreshment available 8:30 to 11:00 a.m. - Courtyard**

9:45 – 11:25 a.m. **SMALL GROUP DISCUSSION**  
Discuss material and questions in handbook.

11:30 – 12:00 p.m. **GENERAL SESSION** – Coronado/Serra Room  
Presentation of questions/discussion in small group.

12:00 - 1:00 p.m. **Lunch**– El Conquistador Room

1:00 – 1:15 p.m. **GENERAL SESSION** – Coronado/Serra Room

**Topic: “Departmental Budgeting”  
Introduction by Joe Glover, Provost  
University of Florida**

1:15 – 2:00 p.m. **Reading Period**  
Read “Departmental Budgeting,” in workshop handbook.  
Review questions at end of material.

**Coffee available 1:15 – Plaza de las Palmas (Courtyard)**

## TUESDAY AFTERNOON Continued

- 2:00 - 2:55 p.m. **SMALL GROUP DISCUSSION**  
Discuss questions on departmental budgeting.
- 3:00 – 3:30 p.m. **GENERAL SESSION – Coronado/Serra Room**  
Reports of interesting points and/or questions from small groups.

## TUESDAY EVENING

**Topic: “Effective Fiscal Management”**

**Presentation by Johnny L. Pherigo**  
**Department of Music, University of Central Florida**

- 6:30 - 7:30 p.m. **Group Dinner – La Hacienda**
- 7:35 - 9:00 p.m. **GENERAL SESSION – Coronado/Serra Room**

## WEDNESDAY MORNING

- 6:30 - 8:00 a.m. **Breakfast Buffet – La Hacienda**
- 8:00 - 8:40 a.m. **GENERAL SESSION – Coronado/Serra Room**
- Topic – “Missions, Goals and Assessment”**  
**Presentation by Jeffrey Moore, Chair**  
**Department of Music, University of Central Florida**
- 8:40 - 9:40 a.m. Read material in handbook on Missions, Goals, Assessment.  
Review questions.
- Refreshment available 8:30 to 11:00 a.m. - Courtyard**
- 9:40 – 10:40a.m. **SMALL GROUP DISCUSSION**  
Discuss questions on Missions, Goals and Assessment.
- 10:40 – 10:45 a.m. **Discuss any questions you may have remaining**  
**from prior discussions or that may not have been addressed.**
- 11:00 - 11:30 a.m. **GENERAL SESSION – Coronado/Serra Room**  
Share points learned or present general question.
- 11:30 - 12:30 p.m. **Group Lunch - La Margarita/El Conquistador**  
You may enjoy your lunch in the El Conquistador Room or make a  
“to-go” box.