

IAL INSTITUTE FOR ACADEMIC LEADERSHIP

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AGENDA DEPARTMENT CHAIRPERSONS WORKSHOP

The Mission Inn
Howey-in-the-Hills, Florida
September 14-17, 2014

SUNDAY EVENING

- 4:00 - 5:15 p.m. **Registration – Hotel Lobby**
- 5:30 - 6:30 p.m. **General Session – Coronado/Serra Room – Conference Center**
- Presentation by Marshall Criser, III**
 Chancellor, State University System of 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 or text, *Time Management for Chairs*. In preparation for small group discussions, participants will contemplate responses to questions at the end of each reading in the handbook or when reading from the reading under Questions in the handbook.

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
- 8:10 - 8:30 a.m. **TOPIC – "Faculty Evaluation & Performance Counseling"**
Introduction by Barbara Ridener, Chair
Teaching and Learning, Florida Atlantic University
- 8:30 - 8:45 a.m. **Small Groups** – See list 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

MONDAY AFTERNOON

- 1:00 – 1:15 p.m. **General Session** – Coronado Room/Serra Room

Topic – "Dealing with Deans"

Introduction by Joe Glover
- 1:15 - 2:00 p.m. **Reading Period**
Read "Dealing with Deans" 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: “A Time for Everything”

Presentation by Jim Gray, Chair
Department of Marketing
Florida Atlantic University
- 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 - 1:10 p.m. **General Session** – Coronado/Serra Room
Topic: - “The Artful Leader”
Introduction by Larry Abele.
- 1:10 - 2:00 p.m. **Reading Period**
Read chapter in text, “The Artful Leader” beginning on page 95. Review questions found at end of reading and in the handbook.
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.
Discussion on “The Federal Report Card” led by Larry Abele and Joe Glover.
- 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: “Managing (ir)Rational Behavior”
Presentation by Robert F. Kenny, Chair
Department of Leadership and Technology
Florida Gulf Coast 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 - 8:15 a.m. **General Session – Coronado/Serra Room**
Topic – “Delegating and Using Committees”
Introduction by Glenn Cunningham

WEDNESDAY MORNING Continued

- 8:15 – 9:30 a.m. **Reading Period**
Read Delegating and Using Committees in the handbook and Chapter 6, You Can't Do it All, in the text, pages 71-83. Contemplate questions following the reading and those found under Questions in the handbook.
- Refreshment** available 8:30 – 11:00.
- 9:30 – 11:00 a.m. **Small Group Discussion**
Discuss questions related to reading.
- 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.