IAL  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 Hacienda

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 – 10:40 a.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.