



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 14-17, 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**
- Presentation by R. E. LeMon**
 Associate Vice Chancellor
 Academic and Student Affairs
 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. In preparation for small group discussions, participants will contemplate responses to questions at the end of each reading 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

- 6:45 - 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 – 11:40 a.m. **GENERAL SESSION** – Coronado/Serra Room
Presentation of question/highlights by small group representatives.
- 11:40 - 12:00 p.m. **DATA SOURCES FOR CHAIRS** – Larry Abele
- 12:00 - 1:00 p.m. **Group Lunch** – La Margarita/El Conquistador
- 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.
- 3:30 - 5:30 p.m. **Recess** for relaxation and/or informal discussion.

MONDAY EVENING

5:30 - 6:30 p.m. **GENERAL SESSION** - Coronado/Serra Room

Presentation by Patricia Price
Department of Global & Sociocultural Studies
Florida International University

6:30 to ~ 8:30 p.m. **Group Dinner** – La Hacinda

TUESDAY MORNING

6:45 - 7:55 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 and contemplate questions.

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 – 11:45 a.m. **GENERAL SESSION** – Coronado/Serra Room
Presentation of questions/ discussion in small group.

11:45 - 12:00 p.m. **Brief discussion of metrics to be used in the new Federal Rating System.**

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

TUESDAY AFTERNOON

1:00 – 1:20 p.m. **GENERAL SESSION** – Coronado/Serra Room

Topic: “Departmental Budgeting”

Introduction - Joe Glover, Provost
University of Florida

1:20 – 2:00 p.m. **Reading Period** - Read “Departmental Budgeting,” in workshop handbook. Review questions at end of material.

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

TUESDAY AFTERNOON Continued

- 2:00 - 3:05 p.m. **SMALL GROUP DISCUSSION**
Discuss questions on departmental budgeting.
- 3:10 - 3:30 p.m. **GENERAL SESSION** – Coronado/Serra Room
Reports of discussion highlights from small groups.
- 3:30 - 5:30 p.m. **Recess** for relaxation and/or informal discussion.

TUESDAY EVENING

- 5:30 - 6:30 p.m. **GENERAL SESSION** – Coronado/Serra Room

Presentation by Randy Hanna
Former Chancellor, Florida College System
- 6:30 ~ 8:30 p.m. **Group Dinner** – La Hacienda

WEDNESDAY MORNING

- 6:30 - 7:55 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, Director
School of Performing Arts
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 - 10:55 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 or Box Lunch - La Margarita/El Conquistador**