



AGENDA
DEPARTMENT CHAIRPERSONS WORKSHOP

Mission Inn Resort
Howey-in-the-Hills, Florida
May 22-25, 2016

SUNDAY EVENING

- 4:00 - 5:15 p.m. **Registration** - Hotel Lobby
- 5:30 - 6:30 p.m. **General Session** - Coronado/Serra Room - Conference Center
- Topic: "The Healthy Department"**
- Presentation by Lawrence G. Abele**
 Director, Institute for Academic Leadership
 Provost Emeritus, Florida State University
- 6:30 - 7:00 p.m. **Reception and Social** - La Hacienda
- 7:00 - 8:30 p.m. **Dinner** - Cortes/DeSoto

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 - 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 9:00 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 - 1:20 p.m. **GENERAL SESSION** - Coronado/Serra Room

Topic: "Departmental Budgeting"

Introduction - Joe Glover, Provost and Senior Vice President
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)

MONDAY 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.

MONDAY EVENING

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

Topic: "What your General Counsel and Human Resource Office would like you to know as Chair"

Presentation by Ryan R. Fuller, Esquire
Senior University Counsel, University of Florida
- 6:30 to ~ 8:30 p.m. **Group Dinner - La Hacienda**

TUESDAY MORNING

- 6:45 - 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 8:40 to 11:00 a.m. - Courtyard
- 9:40 - 11:25 a.m. **SMALL GROUP DISCUSSION**
Discuss questions on Missions, Goals and Assessment.
- 11:30 - 12:00 p.m. **GENERAL SESSION - Coronado/Serra Room**
- 12:00 - 1:00 p.m. **Group Lunch - La Margarita/El Conquistador**

TUESDAY AFTERNOON

- 1:00 - 1:20 p.m. **GENERAL SESSION - Coronado/Serra Room**
TOPIC - "Effective Teaching"
Introduction by Larry Abele
- 1:25 - 2:00 p.m. **Reading Period. Review Questions.**
- 2:00 - 3:10 p.m. **SMALL GROUP DISCUSSION**
- 3:15 - 3:30 p.m. **GENERAL SESSION - Coronado/Serra Room**
- 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**
Topic: "Chairs are from Mars; Deans from Pluto"
Presentation by Joe Glover
Provost and Senior Vice President for Academic Affairs
University of Florida
- 6:30 ~ 8:30 p.m. **Group Dinner - La Hacienda**

WEDNESDAY MORNING

- 6:30 - 7:55 a.m. **Breakfast Buffet - La Hacienda**
- 8:00 - 8:30 a.m. **GENERAL SESSION - Coronado/Serra Room**
TOPIC - "Dealing with Conflict and Maintaining Morale"
Introduction - Carolyn Henne, Chair
Department of Art, Florida State University
- 8:30 - 9:30 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
- 9:35 - 10:45 a.m. **SMALL GROUP DISCUSSION on Dealing with Conflict**
Discuss material and questions in handbook.

WEDNESDAY MORNING Continued

10:45 - 11:00 a.m. **DISCUSS any questions that may not have been addressed earlier**

11:00 - 11:30 a.m. **Group Lunch or Box Lunch - La Margarita/El Conquistador**

You may enjoy your lunch in the Conquistador Room or make a box lunch to go.

Have a safe trip. Thank you for your participation.