



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 5 - 8, 2022

SUNDAY EVENING

- 4:00 - 5:00 p.m. **Registration** - Ballroom Foyer (Conference Center)
- 5:30 - 6:30 p.m. **General Session - Ballroom B - Conference Center**
- Topic: "Budget and Legislative Update"**
 Presentation by Tim Jones
 Vice Chancellor, Finance/Administration and CFO
 Florida Board of Governors
- 6:30 - 7:00 p.m. **Reception and Social** - Ballroom Foyer (Conference Center)
- 7:00 - 8:30 p.m. **Dinner** - Serra Room (Conference Center)

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 - Ballroom B**
Welcome, introductions - Lawrence Abele
- 8:10 - 8:30 a.m. **TOPIC - "Assuming a Leadership Role"**
Introduction - Janet Kistner, Vice President for Faculty Development and Advancement, Florida State 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 - Ballroom B**
Reports of discussion highlights from small groups.
- 12:00 - 1:00 p.m. **Group Lunch** - La Margarita/El Conquistador

MONDAY AFTERNOON

- 1:00 - 1:20 p.m. **GENERAL SESSION - Ballroom B**
- Topic: "Dealing with Conflict and Maintaining Morale"**
Introduction - Nancy Stanlick
Associate Dean, Arts and Humanities
University of Central Florida
- 1:20 - 2:00 p.m. **Reading Period** - Read material on Dealing with Conflict and Maintaining Morale in the handbook and contemplate questions.
- Refreshment available 1:15 - Plaza de las Palmas (Courtyard)**

MONDAY AFTERNOON Continued

- 2:00 - 3:05 p.m. **SMALL GROUP DISCUSSION on Dealing with Conflict**
Discuss material and questions in handbook.
- 3:10 - 3:30 p.m. **GENERAL SESSION - Ballroom B**
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 - Ballroom B**

**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 - Ballroom B**

Topic: "Missions, Goals and Assessment"
Introduction by Jeffrey Moore, Dean
College of Arts and Humanities, 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 - Ballroom B**
Reports of discussion highlights from small groups.
- 12:00 - 1:00 p.m. **Group Lunch** - La Margarita/El Conquistador

TUESDAY AFTERNOON

- 1:00 - 1:20 p.m. **GENERAL SESSION - Ballroom B**
- TOPIC - "Departmental Budgeting"**
Introduction by Joe Glover, Provost and Senior Vice President
University of Florida
- 1:25 - 2:00 p.m. **Reading Period.** Read material in handbook on "Departmental
Budgeting". Review questions at end of material.
- 2:00 - 3:10 p.m. **SMALL GROUP DISCUSSION**
- 3:15 - 3:30 p.m. **GENERAL SESSION - Ballroom B**
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 - Ballroom B**
- TOPIC - "Transitioning into an Administrative Role and**
Leadership"
Paul Hart, Professor and Associate Dean,
College of Business, Florida Atlantic University
- 6:30 ~ 8:30 p.m. **Group Dinner - La Hacienda**

WEDNESDAY MORNING

- 6:45 - 7:55 a.m. **Breakfast Buffet - La Hacienda**
- 8:00 - 8:30 a.m. **GENERAL SESSION - Ballroom B**
- TOPIC - "Effective Teaching"**
- Introduction - Lawrence Abele**
Director, Institute for Academic Leadership
Provost Emeritus, Florida State University
- 8:30 - 9:30 a.m. **Reading Period -** Read "Effective Teaching" in the workshop
handbook. Review questions at end of material.

WEDNESDAY MORNING Continued

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

9:35 – 10:45 a.m.

SMALL GROUP DISCUSSION

Discuss questions on effective teaching.

10:50 – 11:20 a.m.

General Session – Ballroom B

Reports of discussion highlights from small groups.

11:20 – 11:30 a.m.

General Session - DISCUSS any questions that may not have been addressed

11:30 - 12:30 p.m.

Group Lunch - La Margarita/El Conquistador

Have a safe trip. Thank you for your participation.