



## New Administrators Orientation

Thursday, August 7, 2014 | EPIC Building, Room 2344

### AGENDA



8:30 – 9:00	<b>BREAKFAST</b>
9:00 – 9:30	<b>Yvette Huet</b> , Faculty Director, ADVANCE Faculty Affairs and Diversity Office <i>Welcome and Introduction to ADVANCE Office Functions for Chairs/Administrators and Discussion of their Roles in Climate</i>
9:30 – 9:45	<b>Jay Raja</b> , Senior Associate Provost for Academic Affairs <i>Welcome from the Office of the Provost</i>
9:45 – 10:00	<b>Beth Rugg</b> , Assistant Vice Chancellor for Client Engagement <i>IT 101- What Chairs Need to Know</i>
10:00 – 10:05	<b>BREAK</b>
10:05 – 11:10	<b>Lori McMahon</b> , Associate Provost for Academic Budget and Personnel <ul style="list-style-type: none"> <li>• <i>Terms Chairs Need to Know</i></li> <li>• <i>Recruitment Strategies</i></li> </ul>
11:10 – 11:50	<b>Ellen Zavala</b> , Director, Research Services and Outreach and <b>Lou Harrell</b> , Executive Director of Grants & Contracts Administration <i>“Grant Applications: Helping Your Faculty Throughout the Life Cycle of a Grant”</i>
11:50 – 12:15	<b>LUNCH</b>
12:15 – 1:30	<b>Cathy Sanders</b> , Director of Assessment <b>Leslie Zenk</b> , Assistant Provost <b>Bruce Taylor</b> , Associate Dean for QEP <i>“Academic Policy Hot Topics” and “What you need to know about QEPs/SLOs”</i>
1:30 – 2:15	<b>Christine Reed Davis</b> , Associate Vice Chancellor for Student Affairs and Dean of Students <i>“What Chairs Should Know About Policies Relating to Student Issues. (Behavior and Academic Integrity)”</i>
2:00 – 2:45	<b>Jesh Humphrey</b> , Deputy General Counsel and <b>Sarah Edwards</b> , Assistant General Counsel, Office of Legal Affairs <i>“Current Legal Topics in Higher Education”</i>
2:45 – 2:50	<b>BREAK</b>
2:50 – 3:30	<b>Dr. Nan Fey-Yensan and Dr. Nancy Gutierrez</b> Deans of the College of Health and Human Services and Liberal Arts and Sciences. <i>“Best Practices for RPT”</i>
3:30 – 4:30	<b>Bernadette Donovan-Merkert</b> , Professor & Chair, Chemistry <b>Sheri Spaine Long</b> , Professor and Chair, Languages and Culture Studies <b>Scott Gordon</b> , Professor & Chair, Kinesiology <i>Seasoned Administrators Roundtable Discussion</i>
4:30 – 5:30	<b>Wine and Cheese Reception with Deans and Seasoned Chairs</b>