

**New Administrators Orientation**  
**August 4<sup>th</sup> 2016: 8:30 a.m. – 5:30 p.m.**

8:30 – 9:00 a.m.	<b>Breakfast and Meet with Other New Administrators</b>
9:00 – 9:15 a.m.	<b>Jay Raja</b> , Senior Associate Provost <i>Welcome and the Role of Administrators in Fulfilling the Mission of UNC Charlotte as an Urban Research Institution</i>
9:15 – 9:35 a.m.	<b>Yvette Huet</b> , Director, ADVANCE Faculty Affairs and Diversity Office <i>An Introduction to Advance FADO and the Role of Administrators in Setting Institutional Climate</i>
9:35 – 9:55 a.m.	<b>Leslie Zenk</b> , Assistant Provost <i>Academic Policy Hot Topics</i>
9:55 – 10:05 a.m.	<b>Short Break</b>
10:05 – 10:35 a.m.	<b>John Smail</b> , Associate Provost for Undergraduate Studies and Dean of University College <i>New Student Induction and the Graduation Initiative</i> <i>Changes to the Gen Ed Curriculum</i>
10:35 – 11:10 a.m.	<b>John Smail</b> , Associate Provost for Undergraduate Studies and Dean of University College <i>“Where do I find...?” Data sources for students and programs</i>
11:10 – 11:40 a.m.	<b>Christine Robinson</b> , Executive Director of the Office of Assessment and Accreditation <i>Building Partnerships: How the Office of Assessment and Accreditation Can Help You and Your Program Be Successful</i>
11:40 – 12:10 p.m.	<b>Beth Rugg</b> , Assistant Vice Chancellor for Client Engagement <i>Accounts, Access and Central IT</i>
12:10 – 12:45	<b>Lunch</b>
12:45 – 2:00 p.m.	<b>Christine Reed Davis</b> , Associate Vice Chancellor for Student Affairs and Dean of Students <b>Larry Gourdine</b> , Assistant Dean for Student Assistance and Support Services <b>Kristan Holzman</b> , Withdrawal Advisor <i>Policies and Procedures Related to Student Issues</i>
2:00 – 2:40 p.m.	<b>Lou Harrell</b> , Executive Director of Grants & Contracts Administration <b>Lesley Brown</b> , Director of Proposal Development <b>Barry Rowan</b> , Conflict of Interest Manager <i>Grant Applications: Helping your Faculty Throughout the Life Cycle of a Grant</i>
2:40 – 2:50 p.m.	<b>Break</b>
2:50 – 3:30 p.m.	<b>Nan Fey-Yensan</b> , Dean of the College of Health and Human Services <i>Best Practices for RPT</i>
3:30 – 4:30 p.m.	<i>Roundtable with Seasoned Administrators</i>
4:30 – 5:30 p.m.	<b>Wine Reception with Deans and Seasoned Administrators</b>

**New Administrators Orientation**  
**August 5<sup>th</sup> 2016: 8:45 a.m. – 12:00 p.m.**

8:30 – 8:45 a.m.	Coffee
8:45 – 10:50 a.m.	<b>Lori McMahon</b> , Associate Provost for Academic Budget and Personnel <i>Essential Budget and Personnel Topics and Timelines</i>
10:50 – 11:00 p.m.	Break
11:00 - 12:00 p.m.	<b>Sarah Edwards</b> , Associate General Counsel <i>Current Legal Topics in Higher Education, including Title IX and Campus SaVE</i>
12:00 – 12:20 p.m.	<b>Jessalyn Klein</b> , Psychologist & Suicide Prevention Program Coordinator, Counseling Center <i>The Role of Faculty and Staff in Responding to Students in Distress</i>

