### AGENDA

**New Chairs/Administrators Orientation**  
**Thursday, July 9, 2015 | EPIC Building, Room 2344**

<table>
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<th>Time</th>
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<td>8:30 – 9:00</td>
<td><strong>BREAKFAST</strong></td>
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| 9:00 – 9:30 | Yvette Huet, Faculty Director, ADVANCE Faculty Affairs and Diversity Office  
**Welcome and Introduction to ADVANCE Office Functions for Chairs/Administrators and Discussion of their Roles in Climate** |
| 9:30 – 10:00 | Lori McMahon, Associate Provost for Academic Budget and Personnel  
**Terms Chairs/Administrators Need to Know**  
**Recruitment Strategies** |
| 10:30 – 10:45 | Beth Rugg, Assistant Vice Chancellor for Client Engagement  
**IT 101—What Chairs/Administrators Need to Know** |
| 10:45 – 10:55 | **BREAK**                                                              |
| 10:55 – 11:30 | Ellen Zavala, Director, Research Services and Outreach and  
Deborah Fraser, Manager of Compliance & Control—Office of Research & Economic Development  
**“Grant Applications: Helping Your Faculty Throughout the Life Cycle of a Grant”** |
| 11:30 – 11:45 | Joan Lorden, Provost and Vice Chancellor for Academic Affairs  
**Welcome from the Office of the Provost** |
| 11:45 – 12:00 | **LUNCH**                                                              |
| 12:00 – 1:15 | Christine Robinson, Executive Director, Office of Assessment and Accreditation  
Leslie Zenk, Assistant Provost  
Bruce Taylor, Associate Dean for QEP  
**“Academic Policy Hot Topics” and “What you need to know about QEPs/SLOs”** |
| 1:15 – 2:00 | Jesh Humphrey, Deputy General Counsel and  
Dawn Floyd, Title IX Coordinator, Title IX Office  
**“Current Legal Topics in Higher Education, including Title IX and Campus SaVE”** |
| 2:00 – 2:10 | **BREAK**                                                              |
| 2:10 – 2:45 | Dr. Nancy Gutierrez, Dean, College of Liberal Arts and Sciences, and  
Dr. Shannon Sullivan, Chair, Department of Philosophy  
**“Best Practices for RPT”** |
| 2:45 – 3:30 | Christine Reed Davis, Associate Vice Chancellor for Student Affairs and Dean of Students  
**“What Chairs/Administrators Should Know About Policies Relating to Student Issues” (Behavior and Academic Integrity)** |
| 3:30 – 4:30 | **Seasoned Administrators Roundtable Discussion**                       |
| 4:30 – 5:30 | **Wine and Cheese Reception with Deans and Seasoned Chairs**            |