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Professional and Organizational Development
Network in Higher Education

1989

Registration and Reservation Information

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THE UNIVERSITY OF NORTH CAROLINA
AT
CHAPEL HILL

Center for Teaching and Learning
(919) 966-1289

11 September 1989

The University of North Carolina at Chapel Hill
CB# 3470, 316 Wilson Library
Chapel Hill, NC 27599-3470

Dear Colleague:

The 1989 POD Conference is only a few weeks away, so we wanted to send you a tentative program and a list of extracurricular activities to aid you in planning for the meeting. If you are leading a session, please check the enclosed conference schedule to verify your time slot. The range of special events contains something for every taste, but since space is limited you should fill out the Special Event Reservation Form and send it to me as soon as you can. All fees will be collected at registration on October⁵~~6~~, so don't send any money now.

We have had an unexpectedly large number of registrants this year, and therefore room space is at a premium. If you know you have a vacant bedroom in your condominium, and you would be willing to share your accommodations, please call Art Crawley at 404-542-1355 and he will match up roommates.

Dress is (as usual) **casual** for the entire conference (unless you choose to dress up for the Saturday night Gala at the Jekyll Island Club). The weather on the Georgia coast the first week in October is usually very mild, with daytime temperatures in the high 70's to low 80's, falling to the mid-60's at night. A cotton sweater or light jacket should suffice to keep one comfortable in the evening. Water temperature in the ocean should still be about 70 degrees, because of the Gulf Stream.

Remember to bring brochures about your programs, copies of your newsletters and other publications, order forms, etc. for the Materials Display Area. The exchange of these materials at POD meetings has always been a great way to learn about new programs (and to avoid "re-inventing the wheel" in your own program).

Finally, don't forget to jot down the best teaching/faculty-development/instructional-development idea you have had this year to get ready for the "Bright Idea Award" competition (and for inclusion in the next "Bright Ideas" book). Newcomers will be amazed to discover that the award is a priceless heirloom that has been passed down from hand to hand by generations of Podders, not unlike the Olympic torch.

See you in Georgia!

Sincerely,

Ed Neal



THE UNIVERSITY OF NORTH CAROLINA
AT
CHAPEL HILL

Center for Teaching and Learning
(919) 966-1289

MEMORANDUM

The University of North Carolina at Chapel Hill
CB# 3470, 316 Wilson Library
Chapel Hill, NC 27599-3470

TO: 1989 POD Conference Registrants
FROM: Ed Neal
RE: Registration Confirmation

Thank you for your 1989 POD Conference registration. You will find an official receipt for your check attached to this memo.

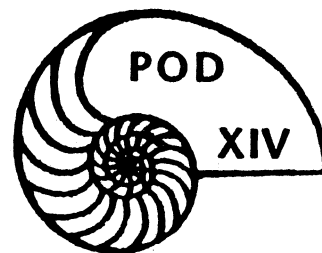
Your registration fees are fully refundable up to September 1, 1989. After that deadline, the Conference Committee will refund only 50% of the basic conference fees (exclusive of preconference workshops).

If you have any questions about your registration or the conference arrangements, please call or write:

Ed Neal
Center for Teaching and Learning
316 Wilson Library
Campus Box #3470
University of North Carolina
Chapel Hill, NC 27599-3470

CALL FOR PROPOSALS

14th Annual Conference of the
Professional and Organizational Development (POD) Network
October 5-8, 1989
Jekyll Island, Georgia



The Future is Now: Challenges and Opportunities

The Fourteenth Annual POD Conference will be held at Jekyll Island, on the beautiful and historic coast of Georgia. The theme this year, **The Future is Now: Challenges and Opportunities**, reflects our concern with important trends in the internal and external environment of higher education. These trends present both challenges and opportunities to development professionals, and the ways we choose to respond will affect the health of higher education for years to come.

For example, the aging and imminent retirement of many faculty members hired in the "boom" period of the 1960's presents a variety of challenges (e.g. How will we replace them? - Prepare them for retirement? - Train the new cohort?) as well as several opportunities (We can exploit the talents of retired faculty to serve new functions in higher education; train new faculty before they become set in their ways; redesign courses and curricula that were developed in the 60's).

The problems of women and minorities in higher education present other challenges: How will we reduce racism and sexism on our campuses? - provide for the special educational needs of minority students? - encourage more women and minority students to choose careers in higher education? But opportunities are presented at the same time: (for example) more minorities and women in faculty positions

would help fill the gap created by the retiring faculty cohort and would also provide more role models for minority and women students.

Similarly, challenges and opportunities are associated with the changing institutional climate (less money, more bureaucracy, more accountability) and with the impact of new technology on higher education (microcomputers and telecommunications). The ways we choose to deal with these challenges will determine both the nature of our profession and the shape of higher education in the future. We will organize kickoff panel discussions around each of the four areas mentioned above—**Faculty and the Future, Minorities and Women, The Changing Institutional Climate, and Advances in Technology**—and individual presentations will be subsumed under these general categories.

If you would like to propose a session for the conference, write to request a proposal form from:

Ed Neal
Center for Teaching and Learning
316 Wilson Library
Campus Box #3470
The University of North Carolina
Chapel Hill, NC 27599-3470

Registration and Reservation Information

1989 POD Conference

Villas By The Sea Resort Hotel & Conference Center

Jekyll Island, Georgia

October 5-8, 1989

	<u>Super Saver</u>	<u>Regular</u>
	(Paid by July 15)	(After July 15)
Member	\$145.00	\$160.00
Nonmember	\$175.00	\$190.00
Student	\$125.00	\$135.00

To qualify for the membership discount, you must have paid your 1988-1989 dues. You can renew your membership by including your dues payment with the registration fees. The membership fees are: \$25.00 (Regular), \$15.00 (Student), or \$100.00 (Institutional—5 people from the same institution).

(Note: Nonmembers registering for the conference receive a one-year introductory membership as part of their registration.)

Registration fees include six meals (no breakfast), coffee breaks, and conference materials.

ROOM RESERVATIONS

Room reservations will be handled by Villas By The Sea Resort Hotel and Conference Center. You can mail in the attached reservation form or make arrangements by telephone—be sure to mention that you are with the POD Network in Higher Education. Call toll-free: 1-800-342-6872 (GA); 1-800-841-6272 (US).

TRAVEL INFORMATION

Jekyll Island is located just off Interstate 95 near Brunswick, GA. It is about 70 miles south of Savannah, 70 miles north of Jacksonville, and 280 miles from Atlanta. If you are traveling by air, you can fly into Jacksonville or Brunswick (ground transportation for conference-goers will be available at both airports). Delta Airlines has the most convenient connections through Atlanta to Jacksonville, and has agreed to give POD special conference rates (see below). Delta also offers connections to Brunswick. If it is more convenient, you may prefer to fly to Charlotte, NC, on Piedmont Airlines. Piedmont has a commuter line, Henson Air, that flies regularly from Charlotte to Brunswick. (NOTE: Preconference workshops begin Thursday morning, Oct. 5, conference registration will begin at 2:00 pm October 5, and the opening reception starts at 6:00 that evening; the conference ends at noon on Sunday, October 8.)

DELTA DISCOUNT INFORMATION

Delta Air Lines Special Meetings Network is pleased to allow a discount of 35% off of Delta's round-trip coach fares for travel to Brunswick, GA, and 40% for travel to Jacksonville FL. Ticketing and booking requirements are:

1. Valid travel dates: October 2-11, 1989
2. Tickets must be purchased 7 days in advance
3. Changes to the originating flight must be made 7 days in advance—returns may be

changed at any time.

4. Travel via Delta only

5. No cancellation penalty

Additionally, for travel to Jacksonville, a 5% reduction is being offered off any of Delta's published round-trip excursion prices; passengers using those rates will be required to abide by the applicable rules and penalties of the fare chosen. Call Delta, or have your travel agent call 1-800-221-1212 and ask for the Special Meetings Network (8 am to 11 pm ET). Please refer to file reference number J15099.

GROUND TRANSPORTATION

We have arranged for inexpensive bus/van transportation from Jacksonville and Brunswick by Golden Isles Touring Company. Participants are responsible for making their own reservations and paying for their own transportation. Please fill out the attached form and mail it with your payment to Golden Isles Touring Company. The trip from Jacksonville to Jekyll takes 75 minutes; the trip from Brunswick to Jekyll takes about 30 minutes. (Limousine and taxi service is available from both airports, but is very expensive.) Car rental agencies operate from both airports.

PRECONFERENCE WORKSHOPS

Thursday, October 5, 1989

Preconference workshops run simultaneously from 9:00 am until 5:00 pm on Thursday.

.....
Workshop I: Getting Started In Faculty and Organizational Development. Cost: \$35.00 (All day session)

Back by popular demand, this workshop is strongly recommended for anyone who is just getting started in Professional and Organizational Development. It will acquaint participants with the vocabulary of the field and introduce them to a number of people who will be willing to provide information and additional assistance after the workshop is over. The program begins at 9:00 am and will run until 5:00 pm, with lunch provided.

Workshop Coordinator: Karron Lewis, Center for Teaching Effectiveness, Main Building 2200, the University of Texas at Austin, Austin, TX 78712-1111, (521) 471-1488.

.....
Workshop II: Instructional Consultation: Enhancing Professional Skills. Cost: \$35.00 (All day session)

This workshop will provide opportunities for experienced instructional consultants to analyze each other's consultations and relate that analysis to the literature on feedback and consultation. Participants will bring videotapes of themselves consulting with their clients. Each consultant will show a segment of his/her videotape; the group will discuss the segment and provide feedback on technique and content. Because of the intensive nature of this workshop, enrollment is limited to six participants, all of whom must have at least one year's experience in instructional consultation. Videotapes must be 1/2 inch VHS format. Participants are asked to contact either of the workshop coordinators as soon as possible after registration for further details. Lunch provided.

Workshop Coordinators: Kathleen T. Brinko, Faculty Development and Instructional Services, Appalachian State University, Boone, NC 28608, (704) 262-3040. David G. Taylor-Way, Director of Instructional Support, B-41 Day Hall, Cornell University, Ithaca, NY 14851, (607) 255-3493.

Workshop III: Working With Faculty on Course and Curriculum Design. Cost: \$20.00 (Half day session)

This practical workshop will, following a successful model for course, curriculum, and program design, describe the role for the developer in the process of design, implementation, and evaluation. Tools and techniques will be introduced through active participation. The politics of implementation, successful change, the skills needed to be an effective developer, and how to increase impact with limited resources will also be discussed. Participants will receive a copy of Bob Diamond's *Designing and Improving Courses and Curricula in Higher Education*, Jossey-Bass, 1989. The program begins at 1:30 pm and concludes at 5:00 pm.

Workshop Coordinator: Bob Diamond, Assistant Vice-Chancellor, Syracuse University, NY 13244-2320, (315)443-4571.

.....
Workshop IV: Retiring With Joy. Cost \$20.00 (Half-day session)

Ready to retire? Ever think you may be ready? Then this workshop is for you. The session will consist of two parts: a presentation of statistics and trends pertaining to retirement in higher education (and projections for the next several years), and a set of experiential exercises for persons planning/studying imminent retirement. The goal is to view retirement as the next, joyful "phase" of life. The program begins at 9:00 am and ends at noon.

Workshop Coordinator: Professor Ed Harrill, Dept. of Human Development and Psychological Counseling, Appalachian State University, Boone, NC 28608, (704)262-6048.

Please use this form to make arrangements for ground transportation. The round-trip costs are \$18.00 for the Brunswick-Jekyll route; \$32.00 for the Jacksonville-Jekyll route. Reservations must be received by September 15, 1989.

Schedule

Brunswick to Jekyll

Wed., Oct. 4. Thurs., Oct. 5.

1:30 pm 11:30 am
3:00 pm 3:00 pm

Jekyll to Brunswick

Sun., Oct. 8.

10:30 am
1:30 pm

Jacksonville to Jekyll

Wed., Oct. 4. Thurs., Oct. 5.

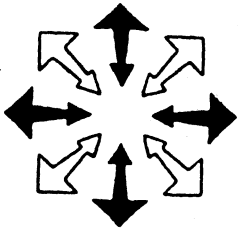
2:00 pm 12:00 pm
6:00 pm 3:00 pm
 6:00 pm

Jekyll to Jacksonville

Sun., Oct. 8.

11:00 am
12:30 pm
2:00 pm

(NOTE: Special arrangements will be made for POD members when eight or more are arriving or leaving together at times other than those on the schedule above.)



A DIALOGUE ON VALUES AND ETHICS IN COLLEGE TEACHING

A Pre-conference Workshop

1989 Annual Conference

Professional and Organizational Development
Network in Higher Education

Jekyll Island, Georgia

A recent PBS television series, *Ethics in America*, dealt with ethical issues in many fields: business, government, law, journalism, the military, and medicine. Curiously, education -- a basic American institution -- was not included. Yet before we criticize the design of the series, let us ask how often educators concern themselves with matters of ethics.

Have we educators carefully studied the ethical issues in teaching? Do we understand them? What is ethical teaching? Can it sometimes be in conflict with academic freedom? Have we consciously developed codes of ethical behavior? Do we conduct ourselves so as to avoid ethical transgressions? Have we defined procedures for resolving ethical problems? Do we communicate values to our students? Should we? How? What roles can faculty developers play in facing these questions?

Several members of the POD Network think these are important concerns. We have committed ourselves to exploring such matters further in a modified pre-conference workshop. If you are interested in the subject, are tolerant of an open agenda and a relatively unstructured format, and are willing to devote a large part of a 24-hour period to it, we invite you to join us.

We will engage the topic and follow it wherever it leads us. There will be material to read in advance. Each participant will be asked to complete a short written assignment before the workshop begins. We will first meet at 500P on Wednesday, October 4 -- note that this is earlier than other pre-conference workshops. We will continue that evening until 900P, reconvene at 830A on Thursday and end at 430P that afternoon. Our specific activity, once we have convened, will be determined in large part through consensus of the participants. We may at times work in subgroups, in task forces, or individually, as well as in a single group.

We anticipate that some of our attention will focus on clearer definition and understanding of the questions and issues. We expect that the workshop will be a personal growth experience for participants. And we hope that the dialogue will lead to new efforts and new actions -- not just by individuals but perhaps also by institutions and organizations.

The workshop will be limited to 30 persons. Those enrolling will be expected to attend throughout the scheduled time, beginning on Wednesday afternoon. The standard workshop fee of \$35 will cover lunch on Thursday and preparation and distribution of advance materials. There will be an additional modest cost for Wednesday dinner. Registration for the workshop must be made by September 1, 1989, in order for necessary advance activity to be accomplished.

POD Network members who have agreed to participate, to be responsible for advance planning, and to help facilitate the process of the dialogue include Linc. Fisch (coordinator), Mel Gray, Bobbi Helling, Lee Humphreys, Barbara Millis, Bob Pierleoni, Ron Smith, Ellen Stevens, Diane vom Saal, Neil Wylie, and Ken Zahorski.



Registration Form

Send a xerox of this form

Name _____ Title _____

Institution/Organization _____

Address _____

City _____ State/Prov _____ Zip _____

Phone: Business (____) _____ Home (____) _____

Registration fee:			\$ _____
Circle one:			
member	non-member	student	

Pre-conference workshop fee:		\$ _____
Title of workshop	_____	

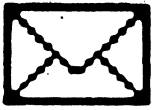
Membership dues:			\$ _____
Circle one:			
regular	institutional	student	

Total enclosed \$ _____

Make checks (US currency, please) payable to POD Network and mail with this form to:

*Ed Neal
316 Wilson Library
Campus Box #3470
University of North Carolina-Chapel Hill
Chapel Hill, NC 27599-3470.*

(If you have questions, call (919) 966-1289.)



1989 POD Conference

Ground Transportation Reservations

Name _____

Address _____

Phone # _____ Number of people _____

Flight Arrival Information

Airport _____

Date _____

Time _____

Carrier _____

Flight # _____

Flight Departure Information

Airport _____

Date _____

Time _____

Carrier _____

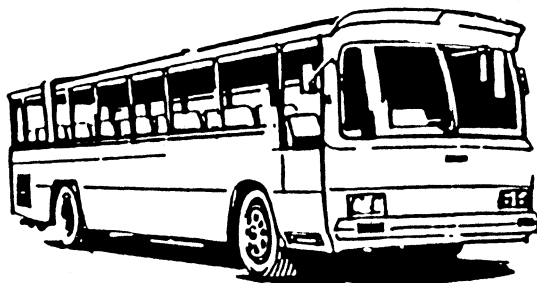
Flight # _____

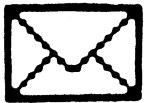
Make check payable to Golden Isle Touring Company.

Mail this form to:

Golden Isle Touring Company
Post Office Box 574
St. Simon's Island, Georgia 31522

For information about reservations, call 912-638-8092.





1989 POD Conference



Villas By The Sea Reservations

Name _____

Address _____

City _____ State _____ Zip _____

Phone#(Day) _____ (Night) _____

Arrival Date, Time _____ Departure Date, Time _____

Check-in is 4:00 pm. Check-out is noon.

Credit Card Information (if charging your deposit):

Card: _____ Number: _____ Exp. Date _____

Type of lodging you wish to reserve (see below) _____

Names of Co-occupants: _____

Please send this reservation request and deposit of one night's lodging to:
Villas By The Sea, 1175 N. Beachview Drive, Jekyll Island, Georgia 31520.
Call toll-free: 1-800-342-6872 (GA); 1-800-841-6262 (US).

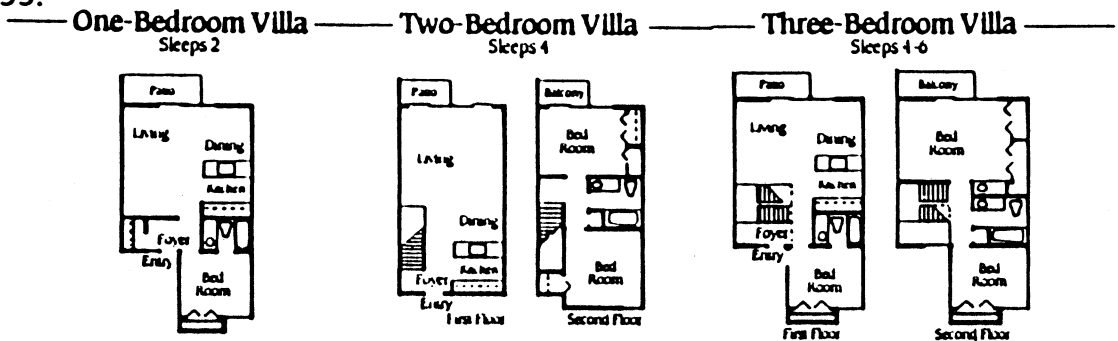
Rate Schedule:

	courtside	poolside
One-bedroom Villa	\$55.00	\$65.00
Two-bedroom Villa	\$75.00	\$85.00
Three-bedroom Villa	\$95.00	\$110.00

A small number of one-bedroom flats are available at \$50.

All rates subject to 11% tax. Conference rates and room availability are assured for reservations received by September 4, 1989.

Given the condominium-type accommodations, it is much cheaper to share lodging. You may wish to contact other POD members in your area to make joint arrangements with the hotel. If you need help finding "condo-partners," please call ART CRAWLEY at the University of Georgia: (404) 542-1355.



Each Villas features a spacious living dining area, private patio or deck, plus a fully equipped kitchen. Most are oceanfront, all are just a few steps from the sea.

The Professional and Organizational
Development Network in Higher Education

14th National Conference

October 5-8, 1989

Villas By The Sea Resort and Conference Center, Jekyll Is-
land, Georgia

Proposal Guidelines

The POD Network in Higher Education is a professional association of people who are committed to improving higher education. POD's members include faculty, department chairs, deans, chief academic officers, student services personnel, faculty and instructional development center staff, and educational consultants from the United States, Canada, Europe, and the Far East. POD members share the belief that institutions are strengthened when their members find opportunities for personal and professional growth, for innovation and experimentation, for change and renewal. If you are involved in these types of activities and would like to share your experiences/ ideas/ research in this area, we invite you to submit a proposal for a conference session.

Conference Themes

We have selected four minor themes that fall under the main conference theme: **The Future is Now: Challenges and Opportunities**. Each of the minor themes is broad enough to encompass a wide variety of session topics, and we have suggested a few below. Read through these descriptions to find the category under which your topic naturally falls. If your session idea does not seem to fit any of them, it can be placed in the off-theme category.

Minorities and Women

This theme encompasses many important questions. For example, to whom can younger minority and women faculty turn for mentoring in the 1990's, and how can we help them win positions and achieve tenure? What can we do to address the special educational needs of minority students? With so few minorities and women in faculty positions to act as role models, how can we encourage minorities and women to pursue academic careers?

Sessions on this theme might fit the conference tracks OD, AD, & AC (see below for explanation of codes).

Faculty and the Future

Many faculty members hired in the 1960's are nearing retirement age; at the same time, experts are predicting a shortage of faculty in the 1990's. How can we respond to the needs of retiring faculty? In what ways can we use retired faculty as resources for our programs (can they train TA's or work as consultants in teaching centers?). Given the widespread emphasis on research productivity, how will we convince new faculty members of the importance of teaching?

Possible conference tracks: AC, TAD, OD, & ID.

The Changing Institutional Climate

Shrinking state and federal budgets will mean having to do more with even less in the future. At the same time, the drive for accountability presents new challenges for our institutions. How can we prepare for possible budget cost? How can smaller institutions compete successfully for faculty and students? Research universities earn their reputations on the research "output" of their faculties; how can we reconcile this need with the need to meet new accountability standards?

Possible conference tracks: AC, OD, & TD.

Off-Theme Category

If you have an idea for a session that does not fit any of the themes above, you can still submit a proposal. Any worthwhile proposal will be considered for the program.

Advances in Technology

Microcomputers, E-mail, FAX machines, on-line databases, and a host of other advances in technology are changing the ways professors teach and students learn in higher education. Many older faculty members are uncomfortable with new technology; how can we help them overcome their fears? Younger faculty members are adopting new technology rapidly and candidates for faculty positions often demand personal computers as a contract item: how can we serve their needs for service and support? New instructional software is being published every day; how can we identify the better programs to recommend to the faculty?

Possible conference tracks: TT, PD, & TC.

General Information

One of the goals of a POD conference is to **provide model sessions using the best available methods and techniques to communicate ideas, theories and practices.** Thus, session presenters should apply what they know about teaching and learning to the methods they use in their presentations. Proposal reviewers will look for sessions which are exciting, appropriate, engaging and well designed. Preference will be given to proposals which do more than merely inform, describe or report on a project or strategy. POD members look forward to sessions which are practical and interactive, ones which help them develop a new skill or approach through **active participation.**

(If you have a paper you would like to share, bring it to be displayed in the materials center. You may attach a sign-up sheet so people can arrange a time to discuss it with you.)

You are encouraged to bring a faculty member or administrator with you to present sessions which they share their perspectives on the conference theme.

The information which follows is furnished to assist you in planning your proposal and completing the attached proposal form.

Please return your proposal by May 15 to:

(Also, remember to fill out your address on the enclosed postcard so we can notify you when we receive the proposal.)

Judy Greene Bailey
Center for Teaching Effectiveness
Newark Hall Annex
University of Delaware
Newark, De. 19716
(302-451-2027)

Tracks for Concurrent Sessions

Concurrent sessions will last either 45 minutes or 90 minutes and should be designed to fit into one of the tracks described below. Track acronyms will be used to designate sessions in the conference program.

AC: Administrative Concerns

The concerns which administrators have about implementing new ideas in the organization can be shared in these sessions.

AD: Administrator Development

Included in this track are programs currently in use to enhance administrators' leadership skills. Presenters might focus on team building, training new department chairs and similar topics.

ID: Instructional Development

Innovations in instructional development that faculty/instructional developers may take home to use with faculty on their campuses are addressed in sessions in this track.

OD: Organizational Development

Programs or techniques that faculty development personnel may use to help develop the institution as a whole are reviewed in these sessions.

TAD: Teaching Assistant Development

Programs that assist TA's in developing skills in teaching, measurement and evaluation, and professional development are increasing in number. Descriptions of programs and techniques for implementing them, as well as a demonstration of workshops used with TA's, are appropriate for this track.

PD: Personal Development

Successful techniques for development of personal skills to help others weave together their personal and professional lives are included in this track. A variety of topics could be addressed (i.e., time management, stress management).

ND: New Developers

People who are new to professional/instructional/organizational development benefit from the experience of others. This is an opportunity for "old hands" to share some of the things they have learned over the years with new faculty developers.

OH: Old Hands

Experienced faculty developers need revitalization and new ideas. In these sessions presenters provide a new perspectives on old information, offer ideas for successful problem-solving activities, and give suggestions for renewal activities.

TC: Technology in Development

Encouraging faculty members to utilize instructional technology can be tricky. Sessions that show how faculty members have been introduced to the wonders of technology are a great boon to those of us trying to help such individuals at our own institutions.

TT: Teaching Techniques

This is an opportunity for faculty members to share innovative techniques they are using in their classes. These ideas then can be adopted by other faculty members as well as taken home by developers to stimulate faculty clients at their own institutions.

IS: Issues

Revitalize and reeducate your faculty by addressing issues of vital importance to them and their students. Gender equity in the classroom, multiculturalism, ethics, the status and professionalism of teaching, research on teaching, and accountability and evaluation are topics for these sessions.

Level of Audience Experience and Knowledge

Sessions should be designed for one of the following audiences:

- little or no previous knowledge of the subject matter
- at least a basic knowledge and some experience
- a working knowledge of the field and considerable experience

Conference Schedule

This year's conference begins with a cocktail party and a Welcome to Jekyll Island and POD on Thursday evening, October 5, and ends at lunch on Sunday, October 8. It is suggested that participants plan to arrive by early afternoon on Thursday, allowing time to get settled and begin to get to know the island.

Expenses

As a nonprofit educational association, POD does not provide honoraria for session presenters at its national conference. Presenters cover all of their own expenses.

1989 POD National Conference Concurrent Session Proposal Form

Please return **four** photocopies of this completed form by May 15, 1989 to:

Judy Greene Bailey
Center for Teaching Effectiveness
Newark Hall Annex
University of Delaware
Newark, DE. 19716
(302) 451-2027

Please do not send any other materials at this time. **Type** your responses.

PROPOSED SESSION TITLE: (10 words or less)

NAME and ADDRESS: (Make an additional copy of this page to provide information on additional presenters. No more than six people per session.)

1. Name and title: _____
 Institution/organization: _____
 Street address: _____
 City,State/Province,Zip: _____
 Phone: _____

2. Name and title: _____
 Institution/organization: _____
 Street address: _____
 City,State/Province,Zip: _____
 Phone: _____

3. Name and title: _____
 Institution/organization: _____
 Street address: _____
 City,State/Province,Zip: _____
 Phone: _____

SESSION INFORMATION

If your proposal is selected, the description in this section will be used for pre-conference publicity and for the Conference Program Book. **Type** and be as clear and specific as possible.

PROPOSED SESSION TITLE: In 10 words or less.

SESSION DESCRIPTION: One descriptive sentence designed to attract people to your session.

SESSION CONTENT: In 50 words or less, describe your session content.

SESSION OUTCOMES: Describe *in one clear sentence*, the goal of the session, and list up to four objectives that will be realized by the people attending the session.

Goal: _____

Objectives: _____

SESSION OUTLINE: Briefly outline your session, including methodology.

THEME: Which theme does your proposal address? Please check only one.

- | | |
|---|---|
| <input type="checkbox"/> Faculty and the Future | <input type="checkbox"/> The Changing Institutional Climate |
| <input type="checkbox"/> Minorities and Women | <input type="checkbox"/> Advances in Technology |
| <input type="checkbox"/> Off-Theme Category | |

TRACK: For which track is your proposal being submitted? Please check only one.

- | | |
|---|---|
| <input type="checkbox"/> AC: Administrative Concerns | <input type="checkbox"/> OH: Old Hands |
| <input type="checkbox"/> AD: Administrator Development | <input type="checkbox"/> TA: Teaching Assistant Development |
| <input type="checkbox"/> ID: Instructional Development | <input type="checkbox"/> TD: Technology in Development |
| <input type="checkbox"/> OD: Organizational Development | <input type="checkbox"/> TT: Teaching Techniques |
| <input type="checkbox"/> PD: Personal Development | <input type="checkbox"/> HB: Half-Baked Ideas |
| <input type="checkbox"/> ND: New Developers | <input type="checkbox"/> IS: Issues |

AUDIENCE: Check the level of audience experience and knowledge for which your session is designed. Please check only one.

- Little or no previous knowledge of the subject matter
- At least basic knowledge and some experience
- A working knowledge of the field and considerable experience

FORMAT: Please indicate which format you will use for your session.

- | | |
|--|---|
| <input type="checkbox"/> Discussion | <input type="checkbox"/> Lecture/Discussion |
| <input type="checkbox"/> Participatory | <input type="checkbox"/> Demonstration |
| <input type="checkbox"/> Other (describe here) | |

TIME: How long will your session last? 45 min. 90 min. 3 hrs.

EQUIPMENT: Only the equipment listed below can be provided at the conference site. Please check what you will need.

- | | |
|---|---|
| <input type="checkbox"/> Overhead projector | <input type="checkbox"/> Carousel slide projector |
| <input type="checkbox"/> 1/2 " VHS player and monitor | <input type="checkbox"/> Cassette audio recorder |
| <input type="checkbox"/> Flip chart and pens | |

Please note that no computer support can be provided for conference presenters.

OTHER PROPOSALS: Have you submitted more than one proposal to this conference? If so, please give the title, theme, and track for which it was submitted.