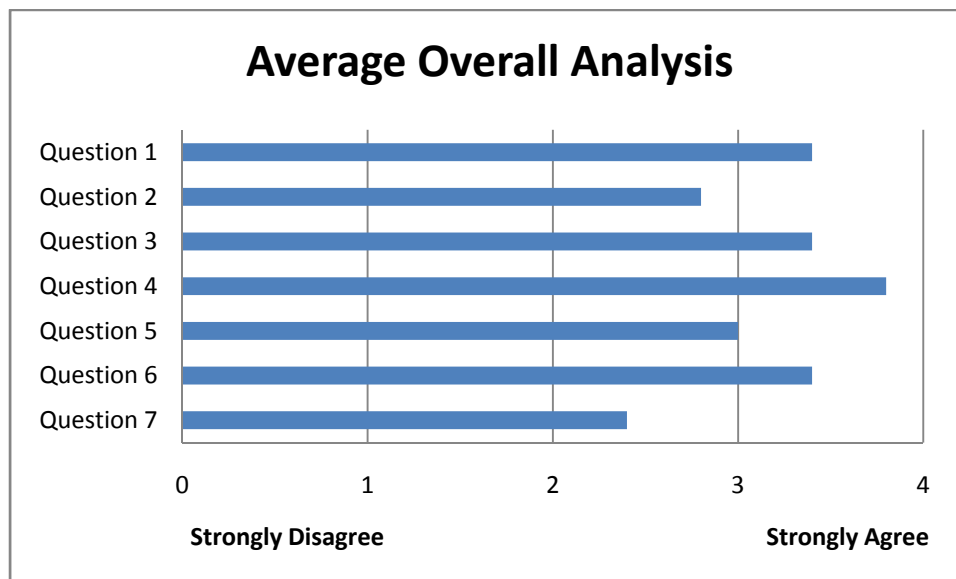


**Evaluation of Fall 2008 New Department Chair Orientation**  
**August 18, 2008**

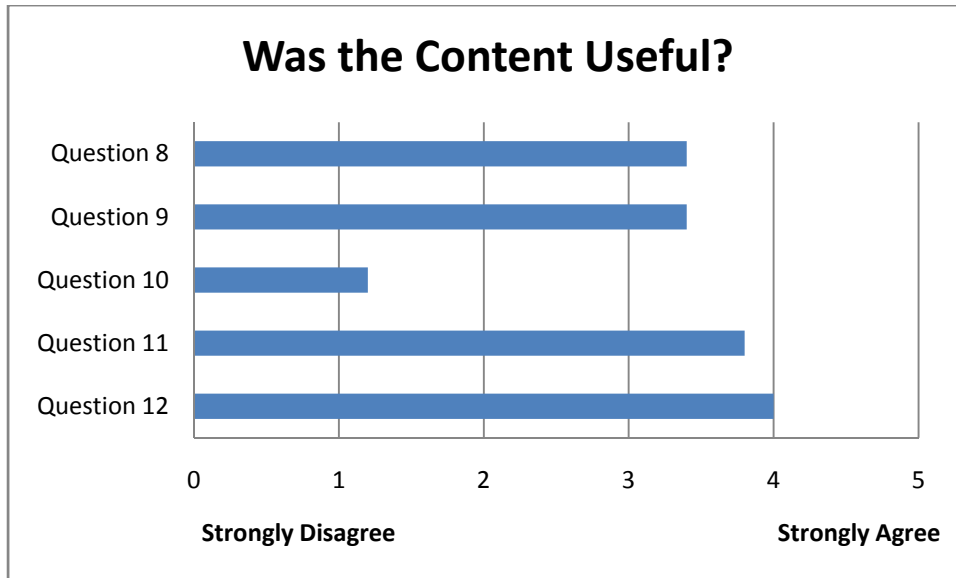
Twenty-four chairs and three program directors attended the fall new department chairs orientation. The orientation program was developed by an ad hoc committee that this year included Suzanne Shellady, Hjame Otani, David Ash, Roger Coles and Catherine Riordan. These orientations are jointly sponsored by the Council of Chairs and Academic Affairs.

Suzanne Shellady, Chair of the Council of Chairs served as moderator. The agenda (see attached) included a variety of topics and formats. Most of the presenters were chairs, although Dean Shapario Adams interactions with the dean and Employee Relations Director Katherine Elliot served as resources for the discussion of staff relations. The program opened up with Associate Dean Koch comments and encouragement from FA President Kevin Love and Provost Wallace.

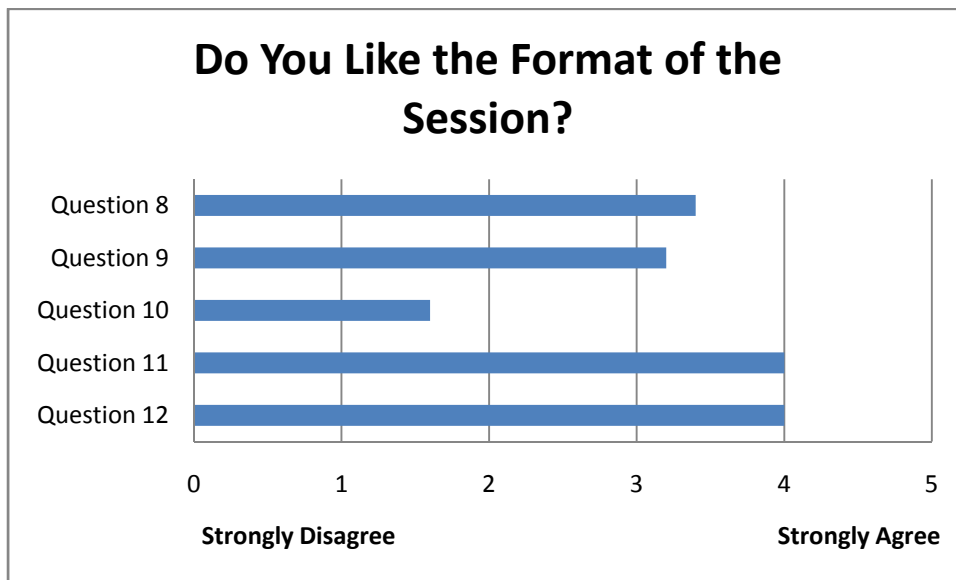
The results below summarize all the completed evaluations (n=5).



1. Overall I felt today's session was a worthwhile use of my time.
2. This was information new chairs need to know.
3. The presentations were focused.
4. The amount of content was appropriate.
5. The amount of interaction among chairs was appropriate.
6. I would come to future sessions if they were similar to this one.
7. I would consider attending an all-day chairs' retreat in January before classes begin.



- 8. Managing the Workload
- 9. Relationship of Dean and Chair
- 10. Difficult Conversations
- 11. Running Effective Meetings
- 12. HR Essentials



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13. What is the most useful thing you learned today?

- Perspectives from the Dean
- Website Info
- How much (or little) authority chairs actually have in their departments
- Several specific ideas on how to run meetings
- How/When to delegate

14. What issues are most troubling to you as you leave today's session?

- Time management
- Chairs do not have enough authority, thus impacting ability of department to make and implement decisions in a timely manner and assure enforcement.
- Would like some handouts @ data, webs, policy, etc.

15. What suggestions do you have for future sessions?

- Maybe more specific examples instead of theory – from experienced chairs
- Intro to slide on “what does a chair do/responsibilities”
- Opportunity to interact with Dean from own College (Q&A)