



**New Department Chair Orientation Agenda
Monday, August 18, 2008
Strosacker Room, Park Library**

- 8:00 Coffee, tea and bagels
- 8:15 Comments on the Role of Chair (Julia Wallace)
- 8:20 Welcome (Suzanne Shellady)
- 8:25 Ice breaker (Roger Coles)
- 8:40 Where did the day go? (David Ash (lead), Suzanne Shellady, Hajime Otani)
- 9:15 The Essential Relationship between Dean and Chair
Panel: Kathy Koch, Karl Smart, Karen Adams, Gary Shapiro
- 10:10 Break
- 10:20 Case Studies: Difficult Conversations (Catherine Riordan)
Resource: Bob Martin
- 11:00 Running Effective Meetings (Roger Coles, Marcy Taylor)
- 11:30 CMU HR Essentials for Chairs (Kathie Elliott)
- 11:40 Wrap Up, Q&A, Evaluation (Suzanne Shellady)
- 11:50 Lunch
- 12:45 Adjourn

Do not forget these useful CMU websites:

www.chairs.cmich.edu, www.fps.cmich.edu, www.hrs.cmich.edu