NSF ACES
Provost’s Leadership Retreat
Tuesday, October 26, 2004
Dively Building, Case Western Reserve University

10:30 - 11:30 - ensure room 213 is prepared for 50 people
   Small snacks and drinks including coffee water and soda etc. outside door
   8 extra chairs in back corners of room (for overflow)
   2 small tables (for overflow)
   Easel outside door for poster board
   AV needed: wireless lapel mic (test)
      Lectern/podium for Dr. Hundert
      VCR
      Laptop (test)
      Wireless mouse (test)
      Projector
      Screens prepared and ready
      Flip chart
      Markers
      CD loaded
11:00 – prepare registration desk – alpha folders, mugs, letters to pick, check in sheet
  Should have 3 chairs
  Easel set up for poster board
  Table skirt

2:30 Clear out room of mess at tables

4:00 pm:  Break Out area check:

  ensure new/clean flipcharts are in breakout area
  Ensure breakout areas set up for up to 9 people.
  3 up
  3 down

5:00 Reception Set-up
5:00 ensure set up for bartender/reception does not intrude with break-out discussions

5:15 Ensure 8 tables set for 6, with pre-set salad, bread, water and colored ACES table tents
  All other tables removed.

AV needed at dinner:  2 wireless handheld mikes (tested)
  Lectern
  Easel
  Screen
  Projector
  Laptop
  PA System – tested
Ensure catering contact is aware that tables must be clear by 6:45

Need: security guard name __________________
AV tech name _______________________
Catering contact name ________________

RETREAT SCHEDULE

AGENDA

1:00-1:20 Introductions
Lynn Singer, ACES Principal Investigator, Deputy Provost & Vice President for Academic Programs
Welcome
Edward M. Hundert, M.D., President
John Anderson, Provost and University Vice President
NSF ADVANCE Overview
Lloyd Douglas, Co-Chair of NSF ADVANCE
Implementation Committee, Program Director in the Infrastructure Program of the Division of Mathematical Sciences in the Directorate for Mathematical and Physical Sciences at the National Science Foundation

Alice Hogan, Program Director for NSF-ADVANCE
<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Presenter(s)</th>
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<tbody>
<tr>
<td>1:20-1:40</td>
<td>ACES Overview</td>
<td>Lynn Singer</td>
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<td>Diana Bilimoria, ACES co-Principal Investigator, Associate Professor, Organizational Behavior</td>
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<td>1:40-2:10</td>
<td>Experiences of Test Departments During Phase 1</td>
<td>David Cooperrider, Chair, Organizational Behavior</td>
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<td>Joseph Prahl, Chair, Mechanical &amp; Aerospace Engineering</td>
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<td>Lawrence Sayre, Chair, Chemistry</td>
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<td>Antonio Scarpa, Chair, Physiology &amp; Biophysics</td>
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<td>2:10-2:30</td>
<td>Report from NSF ADVANCE Chairs Conference (Seattle)</td>
<td>Joseph Koonce, Chair, Biology</td>
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<td>Lawrence Sayre, Chair, Chemistry</td>
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<td>2:30-2:45</td>
<td>Break</td>
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<td>2:45-3:15</td>
<td>ACES Year 1 Evaluation</td>
<td>Resource Equity Committee:</td>
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<td>Diana Bilimoria</td>
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<td>Patricia Higgins, Assistant Professor, Nursing</td>
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<td>Eleanor Stoller, Professor, Sociology</td>
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<td>Cyrus Taylor, Professor, Physics</td>
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<td>3:15-3:45</td>
<td>U of Michigan’s STRIDE Michigan ADVANCE program – Lessons Learned</td>
<td>Abigail Stewart, Principal Investigator, University of Michigan ADVANCE program, Professor, Psychology and Women’s Studies</td>
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<td>Sam Mukasa, STRIDE Committee, University of Michigan ADVANCE program, Professor, Geological Sciences</td>
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<td>3:45-4:30</td>
<td>Dean’s Panel Discussion of Initiatives at Case</td>
<td>Ralph Horwitz, Dean, School of Medicine</td>
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<td>Robert Savinell, Dean, Case School of Engineering</td>
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<td>J.B.Silvers, Associate Dean, Weatherhead School of Mgmt.</td>
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Mark Turner, Dean, College of Arts and Sciences

4:30-5:30 Visioning and Planning: Lynn Singer
SWOT Discussions and Reports: Diana Bilimoria

5:30-6:00 Cocktails

6:00-8:00 Dinner and Discussions: Sue Rosser, co-Principal Investigator, Georgia Institute of Technology ADVANCE Program, Dean, Ivan Allen College
Round Table Discussions, with Visitors
Reports-Out on Next Steps