



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



ACES banner on lectern

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, <i>ACES Principal Investigator, Deputy Provost & Vice President for Academic Programs</i>
	Welcome	Edward M. Hundert, M.D., <i>President</i> John Anderson, <i>Provost and University Vice President</i>
	NSF ADVANCE Overview	Lloyd Douglas, <i>Co-Chair of NSF ADVANCE</i>



*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*



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



Mark Turner, *Dean, College of Arts and Sciences*

4:30-5:30 Visioning and Planning:
SWOT Discussions and
Reports

Lynn Singer
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

