



**NEW FACULTY/ADMINISTRATIVE  
PROFESSIONALS ORIENTATION**

# AGENDA

**College of Agricultural, Human, and Natural Resource Sciences  
& Washington State University Extension**



WASHINGTON STATE  
UNIVERSITY

*College of Agricultural, Human, and Natural Resource Sciences  
& Washington State University Extension*  
**New Faculty/Administrative Professionals Orientation**  
*WSU Pullman Campus, August 19-21, 2008*

## **Agenda**

**Day 1: Tuesday, August 19, 2008**

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Moderator: **Kim Kidwell**

**12:45-1:00**    **Registration/Check-in**

Location: Outside CUE 202

**1:00-1:30pm**    **Welcome, Overview of Agenda, and Introductions of Planning Committee**

Speaker: **Kim Kidwell, Associate Dean, Academic Programs, CAHNRS**

Location: CUE 202

**Introduction of Keynote Speaker**

By **Daniel Bernardo, Dean, CAHNRS**

Location: CUE 202

**1:30-2:15pm**    **Land-Grant Universities: The Heritage, Vision, and Difference Relative to Other Public Institutions**

Keynote Speaker: **Dr. John Gardner, Vice President for Economic Development and Extension, WSU**

Location: CUE 202

*Participants will learn the difference in mission and expectations between Land-Grant Universities and other public and private institutions.*

**2:15-3:15**    **Structure and Organization: Who's Who? / Who Does What? / What is Where?**

Speaker: **John Winder, Associate Dean and Associate Director, WSU Extension**

Location: CUE 202

*Participants will understand the leadership structures and who to contact regarding various issues in both WSU Extension and CAHNRS.*

**Day 1: Tuesday, August 19, 2008 *continued***

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Moderator: **Kim Kidwell**

**3:15-3:30**

***Break***

*Refreshments provided.*

**3:30-5:00**

***What it Takes to be Successful in Teaching, Extension, and Research  
– Panel Discussion***

Panelists: Holly Neibergs, Asst Professor and Scientist, Animal Science; Tonie Fitzgerald, Master Gardener Program Leader, WSU Extension; and Carolyn Ross, Asst Professor, Bi-State School of Food Science.

Location: CUE 202

*Participants will learn key elements of successful teaching, Extension and research programs.*

**5:00-8:00**

***Reception at the Lewis Alumni Centre***

Fireside Chat with Daniel Bernardo and Linda Kirk Fox.

*Participants will become acquainted with the senior leadership of CAHNRS and WSU Extension and gain greater appreciation for organizational interrelationships. Refreshments provided.*

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## **Agenda**

**Day 2: Wednesday, August 20, 2008**

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Moderator: **Jim Lindstrom**

**7:30-8:00**                    **Coffee/Continental Breakfast**  
Location: CUB 212

**8:00-9:00**                    **Understanding and Appreciating Difference**  
**Speaker: Melynda Husky, Assistant Vice President, Equity and Diversity**  
Location: CUB 212

*Participants will better appreciate how individuals from varying backgrounds differ in learning and social interactions and how university professionals can improve their own cultural competencies.*

**Understanding Your Responsibilities**  
**Speaker: Lisa Clyde, Equal Employment Opportunity (EEO) Coordinator, WSU Extension**  
Location: CUB 212

*Participants will understand the rationale behind affirmative action, equal employment opportunity and civil rights compliance and protocols, their responsibilities as employees of a land-grant university, and available support and resources.*

**9:00-10:00**                    **Recognizing the Limits – Harassment and Other Ethical Concerns**  
**Speaker: Elissa Keim, Senior EEO Coordinator, WSU Center for Human Rights**  
Location: CUB 212

*Participants will understand what behaviors are acceptable and unacceptable in the workplace.*

**Day 2: Wednesday, August 20, 2008 *continued***

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Moderator: **Jim Lindstrom**

**10:00-10:15 Break**

Refreshments provided.

**10:15-11:15 Documenting Success – The Big Picture**

Speakers: John Winder, Associate Dean and Associate Director, WSU Extension; Ralph Cavalieri, Associate Dean and Director, Agricultural Research Center; and Kim Kidwell, Associate Dean, Academic Programs, CAHNRS.

Location: CUB 212

*Participants will understand expectations and rationale for documentation of success and learn about key elements determining success in research, teaching and extension.*

**11:15-12:00 Planning for Success**

Speaker: Laura Hill, Associate Professor, Human Development

Location: CUB 212

*Participants will learn the importance of planning with the end in mind and how to effectively measure success of Extension, research, and teaching efforts.*

**12:00-12:30 Writing Compelling Impact Statements**

Speaker: Kathy Barnard, Director, Marketing and News Services

Location: CUB 212

*Participants will learn basic components of impact statements and how to effectively tell stakeholders about the impacts and value associated with their results.*

**12:30-1:30 Catered Lunch**

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**Day 2: Wednesday, August 20, 2008 *continued***

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Moderator: **Jim Lindstrom**

**1:30-2:15**

***WSU On-Line Review and Query System (WORQS)***

**Speakers:** Ralph Cavaliere, Associate Dean and Director, Agricultural Research Center and John Winder, Associate Dean and Associate Director, WSU Extension.

Location: CUB 212

*Participants learn the vision, scope, and principles behind the WSU On-Line Reporting and Query System (WORQS).*

**2:15-3:00**

***County Faculty Breakout Session: Annual Evaluation Process***

**Speaker:** Blair Wolfley, SW District Director, WSU Extension

Location: CUB 206

*County-based faculty will clearly understand annual performance evaluation processes and expectations for documenting accomplishments.*

***Departmental Faculty Breakout Session: Annual Evaluation Process***

**Speaker:** Ron Mittelhammer, Director, School of Economic Sciences

Location: CUB 208

*Departmental faculty will clearly understand annual performance evaluation processes and expectations for documenting accomplishments.*

***Administrative Professional Breakout Session: Annual Evaluation Process***

**Speaker:** Kimberly Maupin, Human Resource Consultant, Human Resource Services

Location: CUB L37

*A/P's will understand performance appraisal processes and expectations for documentation of accomplishments.*

**3:00-3:15    *Break***

Refreshments provided.

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**Day 2: Wednesday, August 20, 2008 *continued***

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Moderator: **Jim Lindstrom**

**3:15-5:00**

***County-Based Faculty Breakout Session: Review of Candidacy for Promotion and Tenure***

**Speaker: Linda Kirk Fox, Associate Vice President and Dean, WSU Extension**

Location: CUB 208

*County-based faculty will clearly understand the procedures and expectations leading to a successful third-year review, tenure, and promotion.*

***Departmental Faculty Breakout Session: Review of Candidacy for Promotion and Tenure***

**Speaker: Daniel Bernardo, Dean, CAHNRS**

Location: CUB L37

*Departmental faculty will clearly understand the procedures and expectations leading to a successful third-year review, tenure, and promotion.*

***Administrative Professionals Free Time***

**5:00**

***Day 2 Adjourned - Dinner on Your Own***

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## **Agenda**

**Day 3: Thursday, August 21, 2008**

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Moderator: **Mike Kahn**

**8:00-8:15**            **Coffee/Continental Breakfast**  
Location: CUB 212

**8:15-9:45**            **Funding Your Program- Grantsmanship Panel Discussion**  
Panelists: Hayley Chouinard, Asst Professor, School of Economic Sciences; Doreen Hauser-Lindstrom, Community Vitality Specialist, Director, Horizons Program; and Markus Flury, Professor, Crops and Soil Sciences.  
Location: CUB 212

*Participants will learn basic skills and mechanisms for successfully pursuing extramural funding to support mission-focused research, teaching, and Extension programs.*

**9:45-10:00**    **Break**

**10:00-10:45**    **The Grant Process**

Speakers: Esther Tate, Finance and Budget Manager, WSU Extension; Tom Kelly, Technology Licensing Associate, ARC; and Mary Lou Bricker, Finance/Budget Coordinator, ARC.  
Location: CUB 212

*Participants will understand rules and procedures associated with application, acquisition, and processing of grants, gifts, and contracts.*

**10:45-11:00**    **Break**

Go to T101 – Food Science and Human Nutrition Building

**Day 3: Thursday, August 21, 2008 *continued***

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Moderator: **Mike Kahn**

**11:00-12:00 CAHNRS UPDATE**

**Speaker: Dr Elson Floyd, President WSU**

Location: FSHN T101

*Participants will learn about the President's vision for WSU, CAHNRS and WSU Extension and have an opportunity to ask questions.*

**12:00-1:30 CAHNRS/WSU Extension Picnic**

Location: Food Science and Human Nutrition Building Patio

***Thank you for participating and Welcome to WSU!***