August 30, 1988

MEMORANDUM

TO: 1988 POD Conference Registrants

FROM: Karron Lewis (Registration Secretary)

RE: Registration Confirmation and Some Additional Information

Registration Receipts

Thank you for your 1988 POD Conference Registration. The attached receipt indicates how much you have paid and for what. If there is any mistake in our records, please contact me and let me know. (See other side for my address and phone number.)

Please remember, this year your registration fees cover--
• Lunch and Dinner on Friday and Saturday
• All breaks - Friday, Saturday and Sunday
• Bright Ideas Book (which will be sent to you after the conference)

NB: Thursday dinner and all breakfasts are at your discretion.

Additional Information

Vegetarian Postcard

If you are a vegetarian, please send the enclosed postcard to Kay Herr as soon as possible so she can determine how many vegetarian meals will need to be served. Thank you!

Materials Display Area

Remember to bring flyers about your programs, copies of your newsletters and other publications, order forms, etc. for the Materials Display Area. This is always a great way to learn about new programs or publications and a valuable resource for anyone who doesn't want to "re-invent the wheel!"

Bright Ideas

Bring along your "Bright Idea" for inclusion in the book and for the Bright Idea Award competition. There will also be some interesting "Networking" done via these ideas.
Dressing for a POD Conference

Dress at a POD Conference is casual (slacks, sweaters, comfortable shoes -- no suits or ties or heels unless you just feel you must look professional for the session you are presenting). Comfort aids learning! The Colorado Conference Organizers suggest that you dress in layers because the weather in October is rather unpredictable.

There is an outdoor pool which is available year round, so if you like to swim, bring your suit.

Unforeseen Delays

If (God forbid) you get snowed in in Denver or your arrival at Keystone is delayed for any other reason, call the resort so they will hold your room until you arrive. (Address and phone # below.)

Get Ready for a Rocky Mountain High!

When you arrive on Thursday, check into your room, relax, wander around, find the Conference registration table and pick up your materials, have dinner and then join us for the evening's get (re)acquainted activities.

See you in Colorado!!

For Additional Information contact the following people:

Conference Registration Info.

Karron G. Lewis
Center for Teaching Effectiveness
Main Building 2200
The University of Texas at Austin
Austin, TX 78712-1111
(512) 471-1488

Housing Registration Info.

Keystone Resort Colorado
Box 38
Dillon, CO 80435-0038
1-800-222-0188 (outside Colorado)

Conference Program Info.

Barbara Black
Academic Media Services
Campus Box 379
University of Colorado
Boulder, CO 80309
(303) 492-1816
1988 POD Conference
Keystone Resort & Conference Center,
Keystone Colorado
October 13-16, 1988

Registration and Reservation Information

CONFERENCE REGISTRATION AND GROUP MEALS

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<thead>
<tr>
<th></th>
<th>Super Saver (Paid by July 15th)</th>
<th>Regular (Paid after July 15th)</th>
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</thead>
<tbody>
<tr>
<td>Member</td>
<td>$135.00</td>
<td>$150.00</td>
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<tr>
<td>Nonmember</td>
<td>$165.00</td>
<td>$180.00</td>
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<tr>
<td>Student</td>
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To qualify for the membership discount, you must have paid your 1987-88 dues. You can renew your membership for 1988-89 by including your dues payment with this form ($25.00 for an Individual Membership; $100.00 for an Institutional Membership -- 5 people from the same institution; $15.00 for a Student Membership). Make your check payable to the POD NETWORK (U.S. currency, please). Nonmembers registering for the conference receive a one year introductory membership as part of their registration. A POD Conference Registration Form is enclosed.

Please note that the fees quoted above include only lunch and dinner on Friday and Saturday. All other meals are on your own. You may make an optional box lunch reservation for Sunday for $11.00 by noting this on the attached Conference Registration Form.

ROOM RESERVATIONS:

Room reservations will be handled by Keystone Conference Center. Complete the enclosed room reservation form and send it with one night's deposit (U.S. currency, please) or a credit card number to Keystone Conference Center. If you need some help finding a roommate, call Barbara Black at (303) 492-1816.

GROUND TRANSPORTATION:

Ground transportation between Denver Stapleton International Airport and Keystone will be provided by Resort Express. Arrival and departure times are included on forms furnished by Resort Express. Fare is $19.00 one-way and $38.00 round trip (U.S. currency). Participants are responsible for making their own reservations and paying by check for their own transportation. Please fill out and send the attached form to Resort Express.

If you arrive or depart at times other than those provided by Resort Express, limousine service is available. Or, since Keystone is relatively easy to find, car rental by several people who need to travel at other times is feasible. Conference registration begins on Thursday afternoon, October 13, and the conference ends at noon on Sunday, October 16.

PLEASE NOTE: The trip to and from the airport takes around 1 1/2 hours. Remember to make your airline reservations with that in mind.
Preliminary Conference Schedule

Thursday - October 13

Breakfast: On your own.
9:00 - 4:00 Pre-Conference Workshops
2:00 - 6:00 Conference Registration
Dinner: On your own
7:30 - ?? Cocktail party & cash bar
Welcome to Colorado;
Welcome to POD

Friday - October 14

Breakfast: On your own
8:45 - 9:45 Plenary Session:
Keynote Address, Kaye Howe,
Vice Chancellor for Academic Services,
University of Colorado at Boulder
9:45 - 10:15 BREAK
10:15 - 11:45 Concurrent Sessions
12:00 - 1:15 LUNCH & Roundtables
1:30 - 3:00 Concurrent Sessions
3:00 - 3:30 BREAK
3:30 - 5:00 Concurrent Sessions
5:00 - 6:00 FREE TIME/NETWORKING
6:00 - 7:30 DINNER: Western Buffet
8:00 - 10:30 Evening of International Folkdancing

Saturday - October 15

Breakfast on your own
8:30 - 10:00 Concurrent Sessions
10:00 - 10:30 BREAK
10:30 - 12:00 LUNCH: Keynote Address
Ray Rodriguez,
Associate Academic Vice President
Colorado State University
1:30 - 3:00 Concurrent Sessions
3:00 - 3:30 BREAK
3:30 - 5:00 Concurrent Sessions
5:00 - 6:00 FREE TIME/NETWORKING
6:00 - 7:30 DINNER
8:00 - 10:30 Film & Discussion with
Howie Movshovitz,
Denver Post Film Critic

Sunday - October 16

Breakfast: On your own
8:45 - 10:15 Concurrent Sessions
10:30 - 11:30 Conference Wrap-up:
Stretching the
Boundaries
11:45 - 12:30 Pick up
BOX LUNCH, if you
ordered one.
1988 POD National Conference
Concurrent Session Proposal Form

Please return four photocopies of this completed form by May 15, 1988 to:

Laura Border
Graduate Teacher Program
Campus Box 360
University of Colorado
Boulder, CO 80309
tel. (303) 492-4902

Do not send any other materials at this time. Please type your responses.

PROPOSED SESSION TITLE: (10 words or less, please)

BIOGRAFICAL DATA (Make an additional photocopy of this page to provide biographical data for additional presenters—no more than six people per session, please.)

1. NAME: ________________________ TITLE: ________________________
   INST/ORG: ________________________
   STREET ADDRESS: ________________________
   CITY: ________________________ STATE/PROVINCE: ___________ ZIP ___________
   PHONE (______) ________________________

2. NAME: ________________________ TITLE: ________________________
   INST/ORG: ________________________
   STREET ADDRESS: ________________________
   CITY: ________________________ STATE/PROVINCE: ___________ ZIP ___________
   PHONE: (______) ________________________

3. NAME: ________________________ TITLE: ________________________
   INST/ORG: ________________________
   STREET ADDRESS: ________________________
   CITY: ________________________ STATE/PROVINCE: ___________ ZIP ___________
   PHONE: (______) ________________________
SESSION INFORMATION

If your proposal is selected, the description in this section will be used for pre-conference publicity and for the Conference Program Book. **Please type** and be as clear and specific as possible.

1. **PROPOSED SESSION TITLE:** (10 words or less, please)

2. **SESSION DESCRIPTION:** One descriptive sentence designed to attract people to your session.

3. **SESSION CONTENT:** In 50 words or less, describe the session content.

4. **SESSION OUTCOMES:** Describe, in one clear sentence, the goal of the session, and list up to four objectives that will be realized by the people attending the session.
   
   **Goal:**

   **Objectives:**

5. **SESSION OUTLINE:** Briefly, outline your session, including methodology.
6. For which track is your proposal being submitted? Please check only one.

___AC: Administrative Concerns
___AD: Administrator Development
___ID: Instructional Development
___OD: Organizational Development
___PD: Personal Development
___ND: New Developers
___OH: Old Hands
___TA: Teaching Assistant Development
___TD: Technology in Development
___TT: Teaching Techniques
___HS: Half-Baked ideas
___IS: Issues

7. Check the level of audience experience and knowledge for which your session is designed. Please check only one.

___ little or no previous knowledge of the subject matter.
___ at least basic knowledge and some experience.
___ a working knowledge of the field and considerable experience.

8. Please indicate which format you will use for your session:

___ Discussion ___ Lecture/Discussion ___ Participatory ___ Demonstration
___ Other (please describe) ______________________________________________________

9. How long will your session last? ______ 45 minutes ______ 90 minutes

10. Only the equipment listed below can be provided at the conference site. Please check what you need.

___ Overhead Projector ___ Carousel slide projector ___ 1/2" VHS player & monitor
___ Cassette audio recorder ___ Flip chart & pens

Please note: No computer support can be provided for conference presenters.

11. Have you submitted more than one proposal to this conference? If so, please give title and track for which it was submitted ______________________________________________________

12. Will your institution pay your way if you present a session? ______ yes ______ no
The Professional and Organizational Development Network in Higher Education

13th National Conference
October 13-16, 1988
Keystone Resort & Conference Center, Keystone, Colorado

Proposal Guidelines

The POD Network in Higher Education is a professional association of people who are committed to improving higher education. POD's members include faculty, department chairs, deans, chief academic officers, student services personnel, faculty and instructional development center staff, and educational consultants from the United States, Canada, Europe, and the Far East. POD members share the belief that institutions are strengthened when their members find opportunities for personal and professional growth, for innovation and experimentation, for change and renewal.

If you are involved in these types of activities and would like to share your experiences/ideas/research in this area, we invite you to submit a proposal. A description of topics encompassed by the conference theme follows.

Conference Theme: STRETCHING THE BOUNDARIES

- Innovations in instructional development
- New ideas in faculty development
- Organizational development for administrators
- Perspectives in teaching
- Issues in higher education:
  -- Gender equity
  -- Multiculturalism
  -- Ethics
  -- Professionalizing teaching
  -- Raising the status of teaching
  -- Teachers writing about teaching
  -- Accountability and evaluation

Please return your proposal by May 15 to:

Laura Border
Graduate Teacher Program
Campus Box 360
University of Colorado
Boulder, CO 80309
(303)492-4902
General Information

One of the goals of a POD conference is to provide model sessions using the best available methods and techniques to communicate ideas, theories, and practices. Thus, session presenters should apply what they know about teaching and learning to the methods they use in their presentation. Proposal reviewers will look for sessions which are exciting, appropriate, engaging, and well designed. Preference will be given to proposals for sessions which do more than merely inform, describe, or report on a project or strategy. POD members look forward to sessions which are practical and interactive, ones which help them develop a new skill or approach through active participation.

(If you have a paper you would like to share, bring it to be displayed in the materials center. You may attach a sign-up sheet so people can arrange a time to discuss it with you.)

You are encouraged to bring a faculty member or administrator with you to present sessions in which they share their perspectives on the conference theme.

The information which follows is furnished to assist you in planning your proposal and completing the attached proposal form.

Tracks for Concurrent Sessions

Concurrent sessions will last either 45 minutes or 90 minutes and should be designed to fit into one of the tracks described below. Track acronyms will be used to designate workshops in the conference program.

AC: Administrative Concerns
These sessions address concerns which administrators may have as they think about implementing new ideas in the organization.

AD: Administrator Development
Programs currently in use to provide team building, train chairs, etc. are of interest to administrators wishing to add to their repertoire of leadership skills.

ID: Instructional Development
These sessions address innovations in instructional development that faculty/instructional developers may then take home to use with faculty on their campuses.

OD: Organizational Development
These sessions look at programs or techniques that faculty development personnel may use to help develop the institution as a whole.

PD: Personal Development
These sessions present successful approaches that help faculty and developers weave together their personal and professional life. Workshops on a variety of topics would be appropriate (i.e., time management, stress management, non-sexist behaviors in the classroom).

ND: New Developers
People who are new to professional/instructional/organizational development benefit from the experience of others. This is an opportunity for "old hands" to share some of the things they have learned over the years with new faculty developers.
OH: Old Hands
Experienced faculty developers need revitalization and new ideas. These sessions give new twists to old information, provide food for thought, offer ideas for successful problem-solving activities, and give suggestions for renewal activities, such as leadership training.

TA: Teaching Assistant Development
Programs that assist TAs in developing skills in teaching, measurement and evaluation, and professional development are increasing in number. Descriptions of programs and techniques for implementing them, as well as demonstration of workshops used with TAs, are appropriate for this track.

TC: Technology in Development
Encouraging faculty members to utilize instructional technology can be tricky. Sessions that show how faculty members have been introduced to the wonders of technology are a great boon for those of us trying to help such individuals at our own institutions.

TT: Teaching Techniques
This is an opportunity for faculty members to share innovative techniques they are using in their classes. These ideas then can be added to the repertoire of the other faculty members who attend, as well as taken home by developers to stimulate faculty clients at their own institutions.

HB: Half-baked Ideas
Formalize what often takes place over lunch: bring in an unpolished, new, in-progress, perhaps off-the-wall idea to toss around and think about with other developers. Take advantage of the synergistic effect of group input.

IS: Issues
Revitalize and reeducate your faculty by addressing issues of vital importance to them and their students. Gender equity in the classroom, multiculturalism, ethics, the status and professionalism of teaching, research on teaching, and accountability and evaluation are topics of interest.

Level of Audience Experience & Knowledge
Sessions should be designed for one of the following audiences:

-- little or no previous knowledge of the subject matter
-- at least basic knowledge and some experience
-- a working knowledge of the field and considerable experience

Conference Schedule
This year's conference begins with a cocktail party and Welcome to Colorado and POD on Thursday evening, October 13, and ends at lunch on Sunday, October 16. It is suggested that participants plan to arrive by early afternoon on Thursday, allowing time to get settled and to begin to get to know the majestic Rocky Mountains.

Expenses
As a nonprofit educational association, POD does not provide honoraria for session presenters at its national conference. Presenters cover all of their own expenses.
Pre-Conference Workshops

Thursday, October 13, 1988
9:00 a.m. - 4:00 p.m.
Keystone Resort & Conference Center - Keystone, Colorado

The pre-conference workshops this year are designed to meet the needs of both beginning developers and of more experienced practitioners. Participants will be introduced to practical ideas and techniques, share experiences, meet people with similar needs in order to begin their networking, and expand their social contacts.

These sessions run simultaneously from 9:00 a.m. until 4:00 or 4:45 p.m. on Thursday, October 13 (thus, you may only sign up to attend one workshop). The $35.00 registration fee includes lunch.

Workshop 1: Getting Started in Professional and Organizational Development

This workshop is strongly recommended for anyone who is just getting started in Professional and Organizational Development. It will acquaint participants with the vocabulary of the field and introduce them to a number of people who will be willing to provide information and additional assistance after the workshop is over.

The program for this workshop is listed below:

9:00 - 9:45 Needs Assessment: Starting at the Beginning
9:45 - 10:30 Various Program Designs
10:30 - 10:45 BREAK
10:45 - 12:00 A Brief Overview of Tools, Services and Costs
12:00 - 1:30 LUNCH
1:30 - 3:00 Concurrent Sessions - I (Choose one)
   Developing Stimulating Workshops and Other Activities
   Visibility Through Newsletters
   Individual Consultation: Some Basics
3:00 - 3:15 BREAK
3:15 - 4:45 Concurrent Sessions - II (Choose one)
   (Above sessions repeated)

Workshop Coordinator: Karron Lewis, Center for Teaching Effectiveness, Main Building 2200, The University of Texas at Austin, Austin, TX 78712-1111, (512) 471-1488.

-- over please --
Workshop 2: Videotape Consultation

In this workshop we will explore how videotape can be used to effectively provide feedback to teachers to improve their teaching. This session will give participants a specific methodology with which to approach videotaped data as well as raise larger issues concerning consultation. In the presentation part of the session we will consider various theories related to consultation, describe a range of styles used by consultants, and will focus on the methods of one particular approach to videotape consultation, "videotape recall."

In the discussion portion of the session we will explore ethical issues and will analyze some commonly occurring problems associated with consultation. Participants will practice concepts in exercises related to the presentation and discussion. The workshop is designed for consultants (faculty administrators or developers) who have an intermediate level of experience in consulting and giving feedback.

To help us tailor the workshop to your needs, please provide a brief history of your consulting and other work experience to David Taylor-Way as soon as you decide to register for this session.

Workshop leaders: Kate Brinko, Appalachian State University and David Taylor-Way, B 41 Day Hall, Cornell University, Ithaca, New York, 14853.

Workshop 3: Reflective Practice: Dealing with Difficult Problems in Teaching and Consulting

This workshop will introduce the theory-of-action approach of Chris Argyris and Donald Schon as a way of reflecting on difficult problems in teaching and consulting. The theory of action perspective proposes that individuals design their actions, that is, we have theories (which may be explicit or implicit) which inform the choices we make in order to achieve our goals. In difficult situations, which are often also complex and ambiguous, it is important to identify any counter-productive features in the way we think and act. Within the action science perspective, effectiveness is defined as problem-solving in such a way that not only the problem stays solved but also that the relationship among the problem-solvers is enhanced so that they can continue to inquire together as new issues arise. This is particularly important in teaching and consulting relationships.

Using a case-study approach, participants in the workshop will examine how they act in difficult situations in order to discover what produces ineffectiveness. The process we will use is both reflective and action oriented towards increasing our professional effectiveness.

Workshop leader: Ronald Smith, Director, Learning Development Office, Concordia University, Loyola Campus, 7141 Sherbrooke Street West, Montreal, Quebec H4B 1R6, CANADA.