Conference Information, Tahoe City, California, 1990

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CONFERENCE INFORMATION

Site and Accommodations
Granlibakken is a rustic resort on Lake Tahoe, one mile from the town of Tahoe City (about 50 miles west of Reno, Nevada). Lodging is in privately owned condominiums and townhomes.

We highly recommend that you find a roommate or a group to room with at the conference. Groups and individuals desiring to be housed together should indicate their preference on the lodging and transportation form (attached). Granlibakken has only 200 beds on site, and the majority of on-site accommodations are double occupancy. Each assigned sleeping area accommodates two people and has its own bathroom. If you do not indicate a roommate on the enclosed form, Granlibakken will assign you one.

Total attendance is limited to 250, so early attention to conference registration and lodging reservation is strongly encouraged. Overflow accommodations in Tahoe City will be arranged by Granlibakken as needed, and shuttle service to and from these sites will be provided. On-site lodging is assigned on a first-come, first-served basis.

Rates for Lodging and Meals
Rates for a 3 or more nights conference package (Tuesday, Wednesday or Thursday through Sunday) are $94.40 per person per night, double occupancy and $129.80 per night, single occupancy. The rate for a conference participant plus non-participant spouse/guest is $177.00 per night. Rates for shorter stays are higher; see the Lodging and Transportation Reservation Form for details. Rates include lodging, all conference facilities, three buffet-style meals per day, service fees, and tax.

Daily Fee
For persons not making their lodging arrangements through Granlibakken, the daily fee for meals and conference facilities is $70.80 (including tax and service).

Conference Registration
Registration is $120.00 for POD members (who have paid 89-90 dues), $150.00 for non-members, and $100.00 for students. Discounts are offered for registrations postmarked by July 15. See attached Registration Form for details.

Continued on back of page
POD Membership Dues
POD dues are $25 for Regular Membership, $15 for Student Membership, and $100 for Institutional Membership (5 individuals from the same institution paying as a group). To qualify for the membership discount on conference registration, you must have paid dues for 1989-90. Membership can be renewed by including dues payment with your registration fees. Persons who are not currently members of POD (i.e. non-members) receive a complimentary one-year membership as part of their registration.

Air and Ground Transportation
Granlibakken has an agreement for discounted fares on United Airlines or United Express flights to and from Reno Cannon International Airport. For information call United Airlines at (800) 521-4041 and refer to contract #0056N.

Ground transportation between Granlibakken and Reno Cannon International Airport is available at $20 per person, one way, for groups of two or more. However, if you are the only passenger, an additional $15 fee, each way, will be charged upon arrival at Granlibakken. Granlibakken will make every effort to insure that travelers are transported in groups. Please note that Granlibakken requires 48 hours notice with full prepayment for shuttle service.

CONTACTS:

• Lodging or Transportation:
  Granlibakken
  Box 6329
  Tahoe City, CA 95730
  (916) 583-4242
  FAX (916) 583-7641

• Conference Program:
  Marilyn M. Leach
  Center for Faculty Development
  Allwine Hall 419
  University of Nebraska at Omaha
  Omaha NE 68182-0050
  (402) 554-2427
  FAX (402) 554-2244

• Registration:
  Wini Anderson
  Teaching Resources Center
  University of California, Davis
  Davis CA 95616-8717
  (916) 752-6050
  FAX (916) 752-6135
Workshop I: Getting Started in Faculty Development  
9 a.m. to 4 p.m.  
Cost: $50
This workshop will introduce you to the field of Professional, Instructional, and Organizational Development in higher education and to a number of people willing to provide information and additional assistance after the workshop. Includes a copy of *Face to Face* by Lewis and Lunde. Presenters are Joyce Povlacs Lunde, University of Nebraska-Lincoln, Office of Professional and Organizational Development; and Myra Wilhite, University of Nebraska-Lincoln, Teaching and Learning Center, Lincoln, NE.

Workshop II: Building an Effective Partnership with Department Chairs  
1 to 4 p.m.  
Cost: $35
This workshop will focus on developing effective relationships with department chairs, working with chairs in specific areas of faculty development (e.g., new faculty, teaching and research issues, helping faculty refocus careers, and personal issues), and coaching chairs on how to work effectively with faculty. Includes a copy of *The Department Chair's Handbook* by Creswell, Wheeler, Seagren, Egly, and Beyer. Presenter is Dan Wheeler, Office of Professional and Organizational Development, University of Nebraska-Lincoln, Lincoln, NE.

Workshop III: Faculty Developers as Writers  
9 a.m. to Noon  
Cost: $35
This workshop will help busy faculty development practitioners help themselves find the time, ideas, discipline, confidence, and skills to communicate in writing what they have learned. The workshop leader states: "Prospective enrollees should know that (1) I encourage scholarly writing as a public, cooperative activity, (2) I care about keeping writing a mediocre priority in the midst of more important things, (3) I expect workshop members to maintain contact with each other and with me over the long run, and (4) I welcome both fluent and silent writers to the workshop; both have something to teach and learn." Includes a copy of Bob Boice's *Professors as Writers*. Presenter is Bob Boice, Director, Faculty Instructional Support Office, SUNY Stony Brook, NY.

Workshop IV: Working with Faculty on Course and Curriculum Development  
1 to 4 p.m.  
Cost: $35
This practical, interactive workshop will introduce a successful model for course, curriculum and program design. It will then describe the role of the developer in design, implementation, and evaluation. The politics of implementation, successful change, the skills needed to be an effective developer, and how to increase impact with limited resources also will be discussed. Includes a copy of Bob Diamond's *Designing and Improving Courses and Curricula in Higher Education*. Presenter is Bob Diamond, Assistant Vice-Chancellor, Syracuse University, Syracuse, NY.

Workshop V: A Dialogue on Values and Ethics in College Teaching: Focus on Testing, Grading and Evaluation  
9 a.m. to 5 p.m.  
Cost: $40
Participants will seek clarification of ethical questions and issues that faculty members commonly encounter in evaluating students and will work toward developing principles for both resolving and precluding ethical problems. The workshop plan will be developed by participants. Advance reading and preparation will be expected. Register by September 20 to receive materials. Presenters are Linc Fisch, Lexington, KY; W. Lee Humphreys, University of Tennessee, Knoxville, TN; Barbara Millis, University of Maryland, College Park, MD; Laurie Richlin, Brescia, Owensboro, KY; and Priscilla Visek, University of Illinois, Urbana-Champaign, IL.
POD Conference Registration Form

Granlibakken Conference Center
Tahoe City, California
November 1-4, 1990

Name ____________________________________________________________

Title and/or Unit __________________________________________________

Institution/Organization ____________________________________________

Mailing Address ______________________________________________________________________________________

City _________________________ State ___________________ ZIP ____________

Phone: ( ) ___________________________ FAX: ( ) ___________________________

Conference Registration: Super Saver (paid by July 15) Regular (paid after July 15)

Member (have paid 89-90 dues) $100 $120
Nonmember $130 $150
Student $85 $100

Membership:

Regular $25
Student $15
Institutional (maximum of 5 persons) $100
(names, mailing addresses, and phone numbers of the five individual members must be attached.)

Fees enclosed

Registration: $___________

Membership: (If institutional, please attach names and addresses) $___________

Pre-conference workshop: (see attached descriptions)

I. Getting Started In Faculty Development ($50.00) $___________
II. Building an Effective Partnership with Department Chairs ($35.00) $___________
III. Faculty Developers as Writers ($35.00) $___________
IV. Working with Faculty on Course and Curriculum Development ($35.00) $___________
V. A Dialogue on Values and Ethics in College Teaching:
   Focus on Grading and Evaluation ($40.00) $___________

Total enclosed: $___________

Make checks payable to POD Network in US currency and mail with this form to:

Wini Anderson
Teaching Resources Center
University of California, Davis
Davis, CA 95616-8717

phone: (916) 752-6050
Lodging and Transportation Reservation Form

15th Annual POD National Conference
November 1-4, 1990

Name ____________________________________________

Mailing Address ____________________________________________

City ________________________ State ________________ ZIP __________

Phone: (________) ___________________________ FAX: (________) ___________________________

Lodging Reservations:
(Lodging, conference facilities, and three meals per day)

I will arrive on ___________________________ and depart on ___________________________

Please reserve space as indicated below:

TOTAL LODGING FEE

___ Double occupancy per person per room
Rate for one or two nights: $106.20 / night for ______ nights $_______
Rate for three or more nights: $94.40 / night for ______ nights $_______

___ I plan to share lodging with: ____________________________ name(s)

or

___ I do not have a roommate. Please assign me a roommate if possible.

I am Male _____ Female _____

I am a smoker? Yes _____ No _____

I am willing to share lodging with a smoker? Yes _____ No _____

___ One registrant plus spouse/guest per room
Rate for one or two nights: $188.80 / night for ______ nights $_______
Rate for three or more nights: $177.00 / night for ______ nights $_______

___ I prefer single accommodations: $129.80 / night for ______ nights $_______

Daily Fee: meals and conference facilities only, (for persons not making lodging arrangements through Granlibakken)

___ $70.80 / day for ______ days. $_______

Special dietary or lodging requirements: ____________________________

Cancellation at any time is subject to a $10 handling fee. Reservations cancelled less than 30 days prior to arrival are subject to a charge of $100 per person unless the hotel is sold out. In this case, only the $10 handling fee is charged.

Please continue to the reverse side of this form.
Ground Transportation Reservations:
Shuttle service by van is provided by Granlibakken on a prearranged basis to and from the Reno Airport. The cost is $20.00 per person, one way, for groups of two or more. Granlibakken's staff will attempt to transport travelers in groups. However, if you are the only passenger, an additional $15.00 will be charged upon arrival at Granlibakken.

If you wish ground transportation to and from the Reno Airport, fill in the relevant information and submit proper payment.

<table>
<thead>
<tr>
<th>Arrival day/date</th>
<th>Arrival time</th>
<th>Airline/Flight Number</th>
<th>Number of Persons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departure day/date</td>
<td>Departure time</td>
<td>Airline/Flight Number</td>
<td>Number of Persons</td>
</tr>
</tbody>
</table>

Payment Guidelines
Full prepayment or a deposit of $100 plus transportation charge is required. Balance of lodging fees is due upon arrival.

Ground Transportation Fees:
- Two persons or more
  - One-way @ $20.00 per person
  - Round-trip @ $40.00 per person
  - $____________

TOTAL LODGING AND TRANSPORTATION FEES:
- Lodging or Daily Fee (from previous page) $____________
- Transportation Fee (from above) $____________
- Total $____________

Please send this completed form and a check or international money order in United States currency for the full amount to:

Granlibakken Conference Center
Box 6329
Tahoe City, CA 95730

Phone: (916) 583-4242
        (800) 543-3221 (California only)

Alternatively, you may charge your lodging and transportation to American Express, Diner's Club, VISA, or Master Charge. Use of VISA or Master Charge requires an additional fee of $5.75. To charge by credit card, complete the information below and mail this form or call Granlibakken Conference Center.

Authorizing Signature (as it appears on your credit card):__________________________

Card Number:_______________________________________________________________

Expiration Date:__________________________