

Retreat Schedule and Special Activities

Draft (2/9/01)

Overview:

In addition to the threaded discussion tracks, the retreat will incorporate a number of special activities that will provide opportunities for participants to share their knowledge and interests. These include:

- Pre-retreat preparation
- Demonstration period
- Birds of a feather sessions
- Social gatherings

Descriptions of each activity and the complete schedule appear below.

Pre-Retreat Preparation:

We will be asking participants to prepare for the retreat through the following activities:

- Each facilitator will provide a list of pre-retreat preparation activities for the participants in his or her track. These might include
 - Considering specific thought questions
 - Writing and submitting a position statement to be shared with others in advance
 - Bringing materials to the retreat
- The group of participants from each campus will prepare a one page handout on their TLT-related organizations, the relationships among them, and the services and activities that they provide. Since each campus is different, we might expect that the handouts will be different as well. They might take the form of
 - Organizational charts
 - Descriptions of cooperative projects
 - Interviews with organization directors

The handouts will be made available to retreat participants.

- Optionally, participants may forward their thoughts on tracks that they are not involved in to the facilitators of those tracks.

To the extent possible, the retreat web site will be used to support the above activities.

Demonstration Period:

The demonstration period, which will occur midway through the retreat, will have two purposes:

- It will provide an opportunity for each breakout group (track) to post information electronically and to receive written comments about what it has done up to this point.
- It will allow participants who would like to show off their own work an opportunity to do so.

Several activities will occur simultaneously during this period:

- Response to breakout group information: Using computers provided by the conference center, participants will review and respond to information posted by each breakout group on the retreat web site (entire period).
- Hands-on demonstrations: Using equipment that they provide themselves, presenters will demonstrate how they are using technology in teaching and learning. Attendees will be invited to try out the technology. (30 and 60 minute time slots)
- Short talks: Presenters will discuss their work or other topics of interest with attendees. (15 and 30 minute time slots)

Proposals for hands-on demonstrations and short talk will be requested from participants several weeks in advance of the retreat. We will accommodate as many requests as possible given the available space and resources.

Birds of a Feather Sessions:

Two opportunities will be provided for birds of a feather sessions (special interest group meetings). These will occur in conjunction with the Thursday dinner and Friday lunch gatherings as explained below. Participants will be able to sign up for sessions with prearranged topics, as well as topics that may come up during the course of the retreat. Prearranged topics under consideration include:

- Assistive technologies
- Course management systems
- Faculty conference planning
- Methods of sharing expertise among campuses
- Organizational structures (discussion of information provided by campuses in their handouts)

Social Gatherings:

The following events are planned:

- On day one, an evening reception will be held for participants at an exciting location in Wilmington. Guests may attend for a small additional charge.
- On day two, birds of a feather sessions will be held in conjunction with dinner at several Wilmington restaurants. Those attendees who do not wish to participate in formal sessions will be invited to share dinner with others at specified locations having no agenda for the evening. Food costs will be borne by participants.
- On day three, birds of a feather sessions will be held in conjunction with an outdoor lunch in the gardens on the UNCW campus.

Schedule:

Day 1

- 10:00 Check-in and breakfast UNCW Executive Conference Center
- 11:00 General session — welcome
- 12:00 Lunch
- 1:00 General session — overview
Introduce themes, goals, tracks
- 3:00 Breakout session A and snack (to 5:30)
- 7:00 Reception at exciting location Wilmington

Day 2

- 8:00 Breakfast UNCW Executive Conference Center
- 8:30 Breakout session B and snack
- 11:30 Lunch and setup for demonstration period
- 1:00 Demonstration period
Sharing of breakout group ideas
Hands-on demonstrations
Short talks
- 3:00 Explore Wilmington (on your own) Wilmington
- 7:00 Dinner at designated restaurants
Birds of a feather

Day 3

- 8:00 Final stretch breakfast and campus orientation (to 8:45) UNCW Campus
- 9:00 Breakout session C (to 11:00)
- 11:15 General session and snack — final results and wrap-up
- 1:00 Lunch in the garden
Birds of a feather
- 2:30 TLT Board meeting (to 4:30)
- 2:30 UNCW campus tour (optional)