

COFAS 2001

Conference of Faculty Association Staff
Fairmont Hotel Newfoundland
St. John's, Newfoundland
May 31 - June 3, 2001

AGENDA

THURSDAY, May 31, 2001

6:00 - 8:00 P.M.

Registration and Reception
Court Garden

FRIDAY, June 1, 2001

*(All sessions will be held in the
Avalon/Battery Rooms)*

8:00 - 9:00 A.M.

Continental Breakfast

8:30 - 9:00 A.M.

Registration Continues

9:00 - 10:15 A.M.

Planning for Change

Assuring continuity when the staff move on.

Panel:

Kitty Gustafson, Administrative Assistant,
SFU

Lori Morinville, Administrative Officer,
CAFA

Anne Feilden, Administrative Officer,
AAS:UA

10:15 - 10:45 A.M.

Break

10:45 - 12:00 Noon

The Effective Faculty Association
Part I - Governance and Administration

*Some examples of different board and
committee structures in faculty
associations. Strategies to increase
participation and get members involved!*

Presenter: Sylvia Jansen, Executive
Director, UMFA

12:00 - 2:00 P.M.

Lunch (On your own)

2:00 - 3:15 P.M.

How Distance Education Compliments
Campus Based Education

Distance education from the perspective of

one of the world's best providers.

Presenter: Rick Powell, Institutional
Studies, Athabasca University

3:15 - 3:45 P.M.

Break

3:45 - 5:00 P.M.

**Ergonomics - designing a comfortable
work layout**

Exercises to relieve the computer slump!

Presenter: Sharon Horan, Fit for Work

6:30 - 10:30

**Group Dinner - PRE-REGISTRATION
REQUIRED**

SATURDAY, June 2, 2001

8:00 - 9:00 A.M.

Continental Breakfast

9:00 - 10:15 A.M.

**Improving Communications with Web
Site Technology**

Presenter: Frank Madden
Administrative Officer, U of T Faculty
Association

10:15 - 10:45 A.M.

Break

10:45 - 12:00 Noon

**The Effective Faculty Association
Part II - Service to Our Members
Grievance Procedures**

*Practical and political aspects of handling
grievances*

Presenter: Richard McGraw
Department of Economics
Chair, AUNBT Grievance Committee
University of New Brunswick

12:00 - 2:00 P.M.

Lunch (On your own)

2:00 - 3:15 P.M.

Liability: Decisions and Paper Flow

*Defining liability and developing strategies
to manage it. Practical examples will be
provided and discussed.*

3:15 - 3:45 P.M.

3:45 - 5:00 P.M.

Presenters: Bill Gaudette, Executive Director, CAFA
Howard Welch, Executive Director, AAS:UA

Break

Regional Networking Session (Regional Coordinators)

SUNDAY, June 3, 2001

8:00 - 9:00 A.M.

9:00 - 9:15 A.M.

9:15 - 10:15 A.M.

10:15 - 10:45 A.M.

10:15 - 12:00 Noon

12:00 Noon

Continental Breakfast

Mug (& Stuff) Exchange

COFAS Annual Business Meeting
(Brigitte Schotch, Administrative Officer, Dalhousie)

Break

COFAS Annual Business Meeting cont'd
(Robert Clift, Executive Director, CUFA/B.C.)

Conference Adjourns