



PLEASE DUPLICATE FORMS
for your assistants and associates,
as well as for colleagues
from other institutions involved in similar units.

**TWENTY-THIRD ANNUAL MEETING
ASSOCIATION OF DEANS AND DIRECTORS
Academic year 2008-2009**

**Trust in the Balance:
Organizations Built on Results, Integrity and Concern**

**MARCH 4-7, 2009
THE MULBERRY INN
601 E. Bay St., Savannah, Georgia, 31401
Phone: 1-912-238-1200**

Ask for "The Association of Deans and Directors of University College"
Group rate deadline is 2/2/09

The Annual Meeting:

The annual meeting of the Association of Deans and Directors of University Colleges and Undergraduate Studies features a lively series of roundtable discussions among deans and directors and members of their staffs from colleges and universities across the United States. These discussions focus on significant issues in undergraduate education, academic advising, academic support services and other issues of concern as suggested in the enclosed program topics survey.

The Association:

The Association of Deans and Directors of University Colleges and Undergraduate Studies is an organization of deans and directors, and their assistants and associates, from colleges or divisions that are enrollment units responsible for advising, as well as other programs and services focusing on the broad academic experiences of undergraduate students. It seeks to establish a community of professional colleagues and arranges meetings to address common problems of higher education as they relate to the mission of our colleges or divisions, to share ideas, to define issues, and to develop solutions.

If your institution is not yet a member of the association, we encourage you to join. The \$100.00 initial membership fee is for an institutional membership; there are no memberships for individuals. Annual dues are \$25.00 each September following your initial membership. A list of member institutions and an application for membership are enclosed. You need not be a member to attend your first meeting.

Michael A. Haynes
Associate Dean
University College
North Quad 326

Ball State University
Muncie, IN 47306
Phone 765.285.1511
Fax 765.285.2167

e-mail: mhaynes@bsu.edu

Registration Procedures:

Conference registration, hotel and local travel information are enclosed.

Registrations should be returned (Postmarked by January 31st - see Registration Form) to:

Michael A. Haynes, Associate Dean
University College, North Quad 326
Ball State University, Muncie, IN 47306
Phone: 765-285-1511 Fax: 765-285-2167
mhaynes@bsu.edu

Registration Checks should be made payable to: Ball State University

Hotel reservations and travel arrangements should be made directly with the provider.

Program:

The formal program will begin at approximately 4:00 p.m. on Wednesday, March 4, 2009. Conference check-in and on-site registration will begin at 2:00 p.m. on Wednesday.

The program's roundtable discussion topics will be determined by responses to the enclosed survey. **Please be sure to return the attached survey to the president-elect.** The president-elect, this year's program chair, will collate responses and identify facilitators.

Please return the enclosed Topics Survey to:

President-elect:

Carter Hammett-McGarry, Director
General Education Program
ASU Box 32065
Appalachian State University
Boone, NC 28608
Fax: 828-262-6651 or E-mail: mcgarrych@appstate.edu

Materials Exchange:

Meetings feature an opportunity to share such materials as brochures, reports, and studies that provide information or solve problems. Please bring an information sheet or brochure (60 copies) about your program and a list of issues that are significant for your program on your campus at this time.

Questions:

Call or fax Michael Haynes or Jolanna Erickson at Ball State University.

Phone: 765-285-3682 Fax: 765-285-2167

AD&D webpage: <http://www.bsu.edu/web/adandd/index.html>

Mailing Enclosures:

1. Letter from President
2. Conference Letter
3. Tentative Conference Schedule
4. Conference Agenda Items of Interest
5. Conference Registration Form
6. Conference Program Topics Survey
7. Salary Survey
8. AD&D Consulting Activities Questionnaire
9. Directory Entry Form for new or renewing members who want to report changes
10. Membership Application for those who have not already renewed
11. List of Member Institutions

<PLEASE DUPLICATE FORMS FOR ANY COLLEAGUES WHO MAY BE INTERESTED IN ATTENDING>