

9th Annual Greater Expectations Institute: Campus Leadership to Make Excellence Inclusive

Participant Guide

June 17 – 21, 2009 ♦ University of Vermont ♦ Burlington, Vermont

Important Campus Locations

University Heights Residence Hall North Complex (Location for Lodging)

30 University Heights Road | Hours of Operation: 7 a.m. – 10 p.m. | Phone: 802-656-5550

Dudley H. Davis Center (Location for Institute Meeting Rooms) | <http://www.uvm.edu/~davis/>

AAC&U Staff Contacts

Association of American Colleges and Universities

1818 R St., NW, Washington, DC 20009

Phone: 202-387-3760 | Fax: 202-265-9532

Nakia R. Bell
Program and Administrative
Assistant, Office of Education and
Institutional Renewal
Institute logistics contact person
Email: [Bell@aacu.org](mailto:bell@aacu.org)
Phone: 202-387-3760 x. 407

Karen Kalla
Co-Director for the Network of
Academic Renewal
Email: Kalla@aacu.org
Phone: 202-387-3760 x. 417

Alma R. Clayton-Pedersen
Vice President for Education and
Institutional Renewal and Director,
Greater Expectations Institute
Email: [Clayton-
pedersen@aacu.org](mailto:Clayton-pedersen@aacu.org)
Phone: 202-387-3760 x. 800

About the 9th Annual Greater Expectations Institute

WHERE

The Greater Expectations Institute will be held at the University of Vermont, Burlington. Lodging will be provided at the University Heights Residence Hall and all Institute activities will be held in the Dudley H. Davis Center.

WHEN

Please plan to arrive in Burlington by Noon, Wednesday, June 17. Institute programming will begin at 2:00 p.m. on June 17 and will conclude at 11:00 a.m. on Sunday, June 21. Team members are asked to remain for the duration of the Institute.

Team members participating in the pre-Institute Workshop are asked to arrive in Burlington by 11:00 a.m. on Tuesday, June 16 (earlier if you want to check in to your room before the meeting). The Workshop will begin at Noon with lunch and continue to 5:00 p.m.

PREPARING FOR THE INSTITUTE

Campus Inventory: We believe that teams can maximize their time at the Institute by advance preparation. Team leaders will be receiving instructions for the *Campus Inventory for Pre-Institute Reflection* within the next few weeks. We ask team leaders to complete the inventory and schedule a time for team reflection and conversation about its contents. It is important that all team members be familiar with their team's Institute application and goal statements.

Advance Readings: The Institute readings for each team member will be sent to the Team Leader within the next few weeks. Team leaders are asked to distribute the readings to all team members as soon as possible.

Supplies: Each team will be working toward an action plan throughout the Institute. By the end of the Institute, each team will be asked to produce and submit a written report that details your plan of action. Reports are to be submitted electronically, and we ask that at least one person on each team bring a laptop computer and a CD-ROM or USB "thumb" drive in order to complete this assignment. If this presents a problem, please let Nakia Bell know.

ACCOMMODATIONS: University Heights Residence Hall

General Information: Lodging is provided for the nights of June 17-20 (or June 16-20 if you are participating in the pre-Institute Workshop) at the University of Vermont's newest residence hall, the University Heights Complex. Participants may bring additional guests, at a cost of \$49.25 per additional guest, and can share a double room (two twin beds). If you will be bringing guests, please let Nakia Bell know. Guests will be responsible for their own meals and incidentals.

You are responsible for your own room key and will incur any charges for lost keys. Each guest will be given one (1) room key and either one (1) residence hall entrance key or one (1) residence hall access card at check-in. If keys and/or access cards are not returned at check-out, a fee of \$55.00/room key, \$40.00/residence hall key, and \$10.00/access card will be charged to the participant.

Requesting Additional Room Nights: AAC&U has additional rooms for the nights of June 15 and 16, which can be allotted on a first come-first serve basis. If you would like to secure a room night that is not covered in the Institute fee or the pre-Institute workshop fee, please contact Nakia Bell for more information. You will be charged \$75 for each additional room night.

Special Accommodations: Please be sure to indicate your arrival and departure dates on the [online Institute registration form](#) by May 22, 2009. Also, let us know in advance if you require special accommodations by contacting Nakia Bell.

Room Amenities Include: Each residence hall has one single bed (some have two), a dresser, a desk, and a wardrobe (with hangers). Each room has an air conditioner and semi-private bathroom with shower facilities. Because we are staying in residence halls, you may be more comfortable if you pack personal items.

The following items will be provided in the room: one pillow, bed linens, hangers, and towels. Towels and linens are not refreshed every day. However, towels can be exchanged every 4 days and linens every 7 days.

Other Items you might consider bringing:

- Greater Expectations Institute Advance Readings
- ALL** personal toiletries, including soap and shampoo
- Extra bath towels/bathrobe
- Extra pillow
- Extra hangers
- Extra blanket (There is limited control over the air conditioner unit.)
- Warm Pajamas for the night time
- Sweater for the daytime (Air conditioning in the Davis Center may be cool, and there is limited control over the air.)
- Rain gear and/or umbrella
- Alarm clock (There is no "wake up" service.)
- Comfortable shoes or sneakers
- Cool and casual/semi-casual clothing
- Shower shoes
- Portable iron
- Ethernet cable for residence hall room. (There is wireless in the lobby of the University Heights Complex, but not in the overnight rooms.)

Internet connection on Campus: You must bring an Ethernet cable with you to connect to the Internet in the residence hall rooms. There is free wireless access in the residence hall lobby and inside the Davis Center (where the conference will take place). Please note: a username and password is required to access the wireless internet at the University of Vermont. You will receive this username, password, and directions for logging on at check-in.

Attire: Dress for Institute is casual and comfortable. We recommend that you check the local weather reports to help you pack accordingly. Dorm rooms and session rooms will be air conditioned, with little temperature control, so please be sure to bring clothing that will keep you warm and comfortable.

Laundry: Washers and dryers are located in each residence hall and will be available throughout the duration of the Conference. Washers and dryers are operated with pre-paid swipe cards that can be purchased at the main desk in the lobby of University Heights North Complex. Cards have a pre-set limit and can be purchased for \$10/each. These cards can be used where UVM cat scratch is accepted.

Gym: Participants can purchase Fitness Center passes for \$8.00/person/day or \$30/person/week at the Gucciardi Fitness Center. To purchase your pass, go to the Fitness Center main desk, and state your name and that you are affiliated with the AAC&U Greater Expectations Institute. You must present your conference name badge at the time of purchase.

Gucciardi Fitness Center

Location: University Heights South building | Hours: Monday-Friday, 11:30 a.m.-8 p.m. |
Phone: 802-656-4485

Copy Services: We urge you to think ahead and do any photocopying you need to do prior to arriving. However, if you do find yourself needing copy services, there are a few options:

Underground Copy

Location: Davis Center (First Floor) | Monday-Friday, 8:30 a.m. – 1:30 p.m. | Phone: 802-656-5886

Services Include: Full Postal Service, stamps, priority, express and certified mail; Full and Self Service Color and B/W copies; Wide Format Printing for posters; UPS and DHL Shipping; Digital Photo Kiosk for printing pictures; Work/Print Stations print from electronic files; Passport Pictures taken here for Study Abroad program; Custom Packing and Packaging Materials; Laminating/ Binding Fastback and Coil Binding; Fax Service; Notary Service; Office Supplies; and Greeting Cards

Staples

Location: 861 Williston Rd., South Burlington, VT 05403 | Phone: 802-862-1897
Hours: Monday-Friday, 7:00 a.m.-9 p.m. | Saturday, 9:00 a.m.-9:00 p.m.

Other Services:

Chittenden Bank

Location: Davis Center (First Floor) | Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. | Phone: 802-656-3508.

Convenience Store

Location: Davis Center (First Floor) | Hours: Monday-Friday, 7:30 a.m.-4:30 p.m. | Phone: 802-656-3406

Important Phone Numbers

University Heights Residence Halls: 802-656-5550
Campus Police: 802-656-3473

ARRIVAL, RESIDENCE HALL, AND INSTITUTE REGISTRATION

Residence Hall Check-In procedures: Check-in for the residence halls will be available on Wednesday, June 17th from 10:00 a.m. – 2:00 p.m. in the University Heights North Complex, 30 University Heights Road. You will receive additional campus information and a key to your room at this time. (Anyone arriving earlier than June 17th should follow these same check-in procedures.) Please visit the following link for a campus map:
<http://www.uvm.edu/conferences/download/campusmapacu.pdf>.

Recommended arrival procedure for Wednesday, June 17th from 10:00 a.m. – 2:00 p.m.

1. Drive to or get dropped off at the University Heights North Complex, 30 University Heights Road on the University of Vermont Campus. Look for signage saying Conference Check-In. A UVM representative will be there to help you and direct you to the University Heights Residence Hall.
2. Unload your luggage and proceed to the University Heights North Complex and check-in at the housing registration desk, located in the lobby, in order to receive a parking permit and residence hall key.
3. Check in to your room and drop off all belongings. If applicable, park your car in the Guttesson Garage at this time.
4. Go to the Davis Center to register for the Greater Expectations Institute and pick up packet materials.

If you arrive before or after the above check in times, you will need to go to the main desk in the University Heights North Complex. The main desk will be open from 7:00 a.m. – 10:00 p.m., seven days a week. If you will be checking in after 10:00 p.m. please go to the University Heights North Complex and posted on the exterior door will be a phone number for the on-call housing assistant, and an adjacent emergency phone for you to contact the housing assistant, who will come check you in to the Residence Hall.

Institute Registration: Davis Center, Livak Fireplace Lounge, Fourth Floor, June 17, 10 a.m. – 6 p.m.,

All Institute sessions and registration will be held in the Davis Center. The Institute registration desk will be located on the fourth floor in the foyer of the Livak Fireplace Lounge. It will be open on June 17 from 10:00 a.m.- 6:00 p.m.

The AAC&U Staff office: Coat Room across from the Butternut Room, fourth floor

The opening plenary: 2:00 p.m., Silver Maple Ballroom, fourth floor

TRAVEL

All participants are responsible for arranging travel to and from the University of Vermont. UVM is located between the Green Mountains and Lake Champlain. The campus is approximately 3.5 miles from the Burlington airport. Burlington is easily accessible by air. The approximate drive time to Burlington is three hours from downtown Boston and six hours from New York City.

Arrival and Departure Dates: Please be sure to indicate your arrival and departure on the online Institute registration form by the May 22nd deadline.

Dining and Entertainment: Included in the Institute registration fee are breakfast, lunch, and refreshment breaks throughout the conference, and an opening dinner and reception on Wednesday evening. Except on Wednesday, evening meals are not included in the Institute registration fee. Many dining and entertainment options are available in Burlington. Please visit http://www.uvm.edu/conferences/?Page=vermont_attractions.html for more information. The downtown area and pedestrian mall are in walking distance. A public bus also runs along Main Street between the campus and downtown area. Visit the Chittenden County Transportation Authority Web site for more information on local transportation: <http://www.cctaride.org/>.

Parking Information: Parking is available at Gutterson Garage. The rates for summer 2009 are as follows: \$4.00/vehicle/day, \$12.00/vehicle/week, and \$8.00/vehicle each additional week. There is no charge for parking on the weekends. Parking permits are available at the University Heights North Complex Information Desk. Vehicles without permits maybe ticketed and towed.

Ground Transportation

Friendly Fare Taxi

Phone: 802-310-8822

Quik Cab Taxi Service

Phone: 802-658-2299

Toll free: 800-598-2299

Yellow Cab & Van Svc

Phone: 802-862-3300

Useful Maps:

Interactive UVM Campus Map: <http://www.uvm.edu/map/>

Davis Center Map: <http://www.uvm.edu/~davis/audiotourmaps.pdf>