

**SECTION H
SUPPLEMENTAL FORMS**

H-1 Individual Membership



FDEA Individual Membership 2010 - 2011

Date: _____

The information below is my request for:

_____ Data Correction

_____ Membership (Membership expires Oct. 31st of each year)

_____ New Membership _____ Renewal Membership

Title (check one): ___ Dr. ___ Mr. ___ Mrs. ___ Ms.

Name _____

Institution _____

Preferred Mailing Address _____

Telephone (_____) _____

E-Mail _____

Area of Expertise/Position _____

Annual FDEA Membership Dues:

Faculty/Administrators (\$35)

Adjuncts/Retirees (\$25)

Full-time Grad Students (\$15)

Mail Checks Payable to FDEA :

Karen Eisenhauer, FDEA Individual Membership Chair

Brevard Community College

Assistant Professor of Communications

250 Community College Parkway

Palm Bay, FL 32909

Disclosure Notice: *FDEA may provide the names and addresses of its members to third parties for the sole purpose of facilitating the business of the association. The business would include newsletter mailings, conference registration, and member enrollment. FDEA does not sell or provide its membership list to solicitors or for purposes of solicitation.*

H-2 Institutional Membership

September, 1995

TO: FDEA Board Members

FROM: Antoinette B. d'Oronzio

SUBJECT: Request for Help in Recruiting Institutional Members

The conference is almost upon us, and we do not have as many institutional memberships as we have had in the past. If your institution has not joined or if you have a colleague at an institution which has not joined and you would be willing to contact this person for help, please use the enclosures to aid the recruitment effort.

For your information, the following institutions have joined FDEA for the 1995-1996 conference year:

Brevard Community College
Broward Community College
Central Florida Community College
Edison Community College
Florida Community College at Jacksonville
Florida Keys Community College
Hillsborough Community College
Indian River Community College
Miami-Dade Community College
Okaloosa Walton Community College
Palm Beach Community College
Pensacola Junior College
Polk Community College
Santa Fe Community College
St. Johns River Community College
St. Petersburg Junior College
Valencia Community College

An Invitation to Institutional Membership

The Florida Developmental Education Association (FDEA) is an organization of developmental educators providing leadership for practitioners and supporters of college preparatory education in Florida's colleges. The association includes administrators, counselors, instructors, and paraprofessionals. FDEA provides a conference for the exchange of information on developmental curriculum, instruction, and evaluation. Beginning this year, FDEA has moved its conference to the fall. This year's conference is scheduled for November 8 through 10 in St. Augustine.

The Florida Developmental Education Association (FDEA) invites your college to become an institutional member of this important statewide association for the 1995-1996 conference year (summer 1995 to summer 1996). The benefits of membership in FDEA include the following:

- receiving the FDEA newsletter
- receiving information about the conference
- sharing instructional and research information
- receiving information about issues from the State Board of Community Colleges
- providing input to state agencies, and
- having a network of professionals to call regarding college prep concerns.

Institutional membership, which is offered to all Florida colleges at a cost of \$100 per institution, has additional benefits, including the following:

- one free FDEA conference registration,
- the publication of the college name in each FDEA newsletter in an institutional membership listing,
- eligibility for students of the institution to apply for FDEA scholarships.

There is a minimum of one \$500 scholarship awarded at every conference.

We look forward to having your institution as an institutional member of FDEA. Please process the enclosed form and enroll your institution as an institutional member today.

Fall, 1995

Dear Colleague,

There are difficult times for developmental programs in Florida. We need a strong organization to champion the cause of college preparatory programs and students. The Florida Developmental Education Association (FDEA) is that organization. FDEA is strong because of its strong, participating membership.

Although most of the membership in FDEA consists of individuals, there is an important other category of membership-institutional membership. This membership represents a commitment by a college to its college preparatory programs, faculty, and students.

Institutional membership costs \$. Besides the usual benefits of membership, institutional membership allows one administrator free conference registration at the November 8-10 conference in St. Augustine. Additionally, only students from institutional member schools are eligible for the FDEA scholarships. There is a minimum of one \$500 scholarship awarded at every conference.

FDEA needs your help in identifying the person at your college who can make the decision to enroll the institution as an institutional member of FDEA. Please see that the right person gets the accompanying notice and application form and encourage that person to enroll your institution.

Your help is greatly appreciated.

Sincerely,

Antoinette B. d'Oronzio
FDEA Membership Committee



Florida Developmental Education Association

May 8, 2006

Community College
XXXX, FL 3

Dear _____,

The Florida Developmental Education Association (FDEA) invites your college to renew its institutional membership for the 2006-2007 fiscal year. Your current membership will expire on 06/01/06. Your renewal will enable the faculty and staff of your college to receive fresh ideas, invaluable support, and useful information from the wide range of professionals who participate in the association's activities.

Benefits of FDEA membership include:

- *receiving the FDEA newsletter*
- *receiving information about the state conference*
- *sharing instructional and research information*
- *receiving information from the Division of Community Colleges*
- *providing input to state agencies, and*
- *networking with other developmental educators*

Additional benefits with institutional membership include:

- *one free FDEA conference registration for October 25-27, 2006 in Orlando*
- *eligibility for students of your institution to apply for \$500+ FDEA scholarships*

For further information about FDEA, the 2006 Conference, or scholarship due dates, please go to our web site, <http://www.fdea.net>.

Sincerely,

Dianne Kostelny
FDEA Institutional Membership Chair
kostelnd@owc.edu

Second Notice:



Florida Developmental Education Association

Community College
XXXX, FL 3

Dear _____,

The *Florida Developmental Education Association* solicits membership from the Florida community colleges and other colleges and universities who have an interest in developmental education. Our membership year runs from July to July, but invitations are extended prior to July 1 and again after July 1, so that membership fees can be charged judiciously to a budget year. According to my records your college last joined 06/02/05.

The FDEA annual conference is October 25-27, 2006 in Orlando. You can find additional information about members of the FDEA Executive Board, the conference, and a conference registration form on our web site at <http://www.fdea.net>.

The due date for our records for this year's conference is September 30th. Please send your check by that date. If you have already sent/mailed the dues, please let me know.

I am including an additional invitation/invoice. I look forward to hearing from you and hope to see you in October.

Sincerely,

Dianne Kostelny
FDEA Institutional Membership Chair
kostelnd@owc.edu

Thank-you letter:



Florida Developmental Education Association

Community College
XXXX, FL 32922

Dear _____,

Thank you for accepting the invitation for _____ Community College to renew its institutional membership in the Florida Developmental Education Association for 2006-2007. Please check out our web site at <http://www.fdea.net> for additional information on our organization, e-mail addresses of board members, and conference updates as they are posted.

I have included information on an award nomination for FDEA Outstanding Educator on the back of this letter. I have also included information on the adjunct fee waiver for the October 25-27, 2006 in Orlando as well as a copy of the registration form.

If you have questions or need further assistance, please contact me anytime.

Sincerely,

Dianne Kostelny
FDEA Institutional Membership Chair
kostelnd@owc.edu



AN INVITATION TO INSTITUTIONAL MEMBERSHIP

The Florida Developmental Education Association (FDEA), an organization of educators interested in supporting developmental education, provides leadership for practitioners and supporters of college preparatory education in Florida's colleges. The association's membership includes administrators, counselors, instructors, and paraprofessionals. FDEA holds membership in the National Association for Developmental Education (NADE). FDEA provides a state conference for the exchange of information in developmental curriculum, instruction, and evaluation. For further information about FDEA and the 2006 [28th ANNUAL CONFERENCE](http://www.fdea.net) please check out our web site, <http://www.fdea.net>.



Best Practices and Emerging Trends in Developmental Education

October 25 - 27, 2006

Sheraton Safari Hotel, Orlando, Florida

Benefits of FDEA membership include:

- *receiving the FDEA newsletter and information about the state conference*
- *sharing instructional and research information and networking with other developmental educators*
- *providing input to state agencies and receiving information about issues from the Division of Community Colleges*
- *one free FDEA registration for the annual state conference*
- *eligibility for students of your institution to apply for FDEA and FCRC scholarships*

Disclosure Notice: FDEA may provide the names and addresses of its members to third parties for the sole purpose of facilitating the business of the association. The business would include newsletter mailings, conference registration, and member enrollment. FDEA does not sell or provide its membership list to solicitors or for purposes of solicitation.

INVOICE

Institution: _____

Address: _____

Name of Institution's Contact: _____

E-mail: _____

Telephone: _____

Please remit institutional membership dues for July 1, 2006 – June 30, 2007 in the amount of **\$250.00** (Two hundred fifty dollars) payable to Florida Developmental Education Association.

Mail Checks to:

Dianne Kostelny
FDEA Institutional Membership Chair
Okaloosa-Walton College
100 College Blvd.

For Information or Other Questions, Contact:

Dianne Kostelny
FDEA Institutional Membership Chair
kostelnd@owc.edu
850-729-4938

Contact Name
ABC Community College
College Address
City, State ZIP CODE
September 22, 1995

Dear Contact,

ABC Community College did not respond to the FDEA invitation to institutional membership, which we sent out in May. The FDEA Board members suggested that I send you the enclosed information on institutional membership and you would see that the right person got it.

I took the liberty of also enclosing an application for board nominations. We are always looking for good people, and ABC Community College does not currently have a representative on the board. The deadline for board nominations is almost upon us (October 1), but perhaps you know someone at your institution that just needs a little encouragement to run and could send the form in right away.

I hope to see you at the conference November 8 to 10 in St. Augustine.

Best regards,

Antoinette B. d'Oronzio

H- 3 Local Arrangements Checklist

Contract With Hotel

Physical Needs:

- _____ Five concurrent breakout rooms large enough to seat 50 people theater style, another large enough to seat 130, and a banquet room large enough to comfortably seat 150 will be needed. Each room will need a podium and table for materials. The larger rooms will need microphones. Each room will need several electrical outlets.
- _____ A locked room will be needed near the meeting rooms for the storage of equipment for some publishers and presenters, door prizes, etc. Two readily available board members should have keys to this room during the conference.
- _____ The publishers' area should be large enough to accommodate at least 15 publishers' tables, perhaps 18 to 20. There should be room for coffee breaks and continental breakfast in or near the publishers' area. Hotel should provide skirted tables, although some publishers' will bring their own skirts. These tables need to be near outlets; and even then, 6-8 power strips and extension cords should be obtained from either the hotel or hosting college.
- _____ The registration area should be reasonably central to the conference meeting rooms' area. Be sure this area is booked for the entire length of the conference. In 1995, the registration tables had to be moved to accommodate the registration of another group. Three skirted tables for registration will be needed. There should be an outlet and a power strip nearby in case a computer and printer are used. Usually registration materials should be allowed to remain on the tables or in boxes under the tables overnight. However, especially important materials may be taken to the locked storage area.
- _____ Hotels often host more than one conference at a time. Be sure to work carefully through an old program with hotel staff to ensure our space needs will be met.
- _____ Seventy-four (74) guest rooms were used during the 1995 conference (54 at the Ponce, 20 at the Quality Inn, a mile away).
- _____ Ask about availability of non-smoking rooms.
- _____ Ask if the rooms contain projector screens or wall mounts for wall screens. Ask which, if any, equipment is supplied by hotel at no charge. Ask for a list of A/V charges in case you can't get everything you need from your college.
- _____ The hotel should have wheelchair access to all necessary rooms; ask if any guest rooms have specialty accommodations for disabled people.

Other Contract Items:

- _____ The hotel should agree to fixed room and meal rates one year ahead of time.
- _____ The meeting room for board meetings should seat 25 people at conference

tables.

_____ We should get a complimentary guest room or suite with a block of 50 rooms. The scholarship winner or keynote speaker usually uses this room.

_____ There should be no charge for meeting rooms for breakout sessions or executive board meetings. There should be no charge for basic set-ups in these rooms (podiums, tables, mikes, etc.)

_____ Reserve space for September board meeting. Generally the hotel offers complimentary coffee and pastries for at least one board meeting.

_____ The hotel should agree to a complimentary “two-nights” to be used as a door prize. In addition, send them a letter on FDEA letterhead requesting this.

Money:

_____ Be sure that rooms for keynote speaker(s) and any other FDEA guests are charged to our master account.

_____ Be sure to establish the program carefully before meeting with the hotel caterer. Last minute changes can cause problems. Check contract agreement for possible changes in costs of meals, wine and cheese, coffee break, and continental breakfasts.

_____ Ask to be charged “per use” for such items as canned sodas and wine.

_____ Have an agreement with the hotel that the only ones who can request A/V equipment and copying to be charged to our master account are the President, the Program Chair, and the Local Arrangements Chair.

_____ Ask if any meal or refreshment prices will change for last minute additional numbers.

Food:

_____ Continental breakfasts for board meetings and conference should include bagels and decaffeinated coffee. Increasingly, bagels are consumed before the other pastries.

_____ Ask hotel if board members can choose from a limited menu of the banquet luncheon choices when they have lunch at the January board meeting so they can decide on the menu for the November conference. This way the board can make menu choices, which can be listed, on the registration form in the September newsletter.

_____ Select menu for post-conference Executive Board Luncheon.

_____ Prepare half-sheet signs for coffee breaks, continental breakfasts, and wine and cheese, reading, for example, “Continental Breakfast for FDEA Participants, compliments of your publishers.”

_____ Establish a method for servers to easily recognize people who request meatless meals: green stars, red apples, red dots, different color name tags, or different

color meal tickets, for example.

_____ Be aware of the hotel's exact deadline for committing to a luncheon count. Remember to include publishers, and non-paying guests such as keynote speakers, institutional membership administrators, registration volunteers, etc. Be generous with the final count. It's better to commit to 5 or 10 more meals than we need than are worried there won't be enough food. Discuss this with the hotel caterer.

_____ The counts for 1995 were as follows: 136 luncheon (46 meatless); 120 for each of the continental breakfasts; 4 gallons coffee and 50 sodas for coffee break; cheese and fruit set-up for 100 and 17 bottles of wine for wine and cheese; 26 for post-conference Executive Board luncheon.

Equipment:

_____ Put someone at your college completely in charge of equipment. Put your technical support person in contact with the Publishers Chair and the Program Chair. Presenters with equipment problems or needs should call the technical support person, not you. He or she should be fairly knowledgeable of such equipment as LCD panels, VHS projectors, and various computer cable hook-ups. He or she should not be expected to attend the Wednesday board meeting, as equipment will be arriving and set-up during that time.

_____ The technical support person should contact each presenter with special needs to discuss equipment needs and determine which equipment will perform best visually for a large group. For example, is overhead material large enough or the monitor screen large enough to be seen in the back of the room. Presenters should be encouraged to bring their own equipment whenever possible.

_____ Because hotel charges are usually high, the technical support person should try to get as much equipment as possible from your college. He or she should list not only what will be needed, but which room, time, and presenter name.

_____ Check to see if the hotel has built-in boards, white boards, pull-down screens or wall mounts for wall screens. Perhaps the walls are suitable for projection.

_____ Assume you will need an overhead projector, screen, easel, and flip-chart in each breakout room.

_____ Assume that at least one important piece of equipment will fail and at least two presenters will not relay their needs until the last minute.

_____ Prepare a "trouble box" with extra overhead projector bulbs, extension cords, overhead films and markers, white board markers, computer cables, etc.

Registration:

_____ A sample registration form is provided. It should include an explanation of hotel's policy for accepting college tax-exempt status. It should also say whether non-smoking rooms are available.

_____ Prepare a schedule of volunteers to work the registration table. Two people plus the treasurer will generally be enough for each time slot. Volunteers should arrive an hour before Wednesday night registration time to help attach ribbons and get organized. Ask administrators to volunteer themselves or their support staff. Clerical help will be helpful if a computer and printer are available to make on-site name tags. Neither the Local Arrangements Chair nor the Program Chair may be scheduled to work the registration table; they must be available for troubleshooting.

_____ Registration forms will be sent first to the Treasurer, then to the Local Arrangements Chair. Try to get college clerical staff to do name tags for paid registrations. Try to get the same person to work the registration table. Do not make name tags until money has been received. Too much confusion results when two groups of name tags (paid and not-paid) are kept.

_____ Name tags should visibly designate people who request meatless meals: green stars, red apples, red dots, different color name tags, or different color meal tickets, for example, use a different method, so as not to confuse the servers, to designate nominees.

_____ Ribbons for Board members, presenters, and moderators should be taped to the name badges. Use the program to make an alphabetized list of these. Because so many name tags will be printed only days before the conference or on-site, it may be easiest to wait until an hour or so before registration to begin attaching the ribbons.

_____ Order enough name tags and registration packet materials for 175 to 200 people. In 1995, we had 150 registration packets prepared and had to make more on-site.

Registration packet contents: pocketed folder to hold the following:

_____ pen or pencil
 _____ notepad
 _____ map of conference facilities
 _____ tourist info from chamber of commerce
 _____ list of area restaurants
 _____ area map
 _____ fact sheet from college
 _____ program
 _____ list of participating publishers
 _____ list of exec board nominees
 _____ ballots
 _____ applications for future board nominees

College:

_____ Write a letter requesting the host college president welcome the conference.

_____ Consider a tour of campus facilities: a developmental studies lab, for example.

- _____ Request any college room facilities required through official channels.

- _____ Classify meetings at the college as campus functions when requesting rooms. This circumvents the need to pay for insurance and custodial services in most instances.

- _____ Arrange for college maintenance staff to transport the equipment.

- _____ Ask someone at your college to be in charge of transportation in case any participants need to be picked up at the airport. Only two people needed such transportation to the Ocala conference, and one to the St. Augustine conference. Reserve a college van, just in case.

- _____ Ask someone at your college to be the conference photographer. Check with your public relations department. Go through the program to list specific events and persons to be photographed.

- _____ Request that the college sponsor one coffee break and donate folders and note pads for registration packets, and be sure the host institution is listed on the cover or back of the program.

- _____ If the Board establishes a fee for the host institution, try to get the cooperation of academic deans to allow time off for interested faculty members who would otherwise not register at all to attend a few sessions. Provide advance copies of the program so they can plan ahead.

- _____ Get a "fact sheet" of historical or promotional information about your college.

- _____ The local news media should be informed that people from the State Department of Education will be in town to address the conference. You may be able to turn this task over to the college's public relations department.

COMMUNITY:

- _____ Gather free materials from the Chamber of Commerce, including area maps, restaurant guides, information about local attractions.

H-4 Executive Board Nomination Forms & Letters

H-4A Future Candidates for FDEA Executive Board – This goes into the Fall Newsletter

FIRST CALL FOR NOMINATIONS!

We are looking for names of colleagues to serve on the FDEA Board. These individuals should be interested in working with fellow board members to promote FDEA's mission to improve developmental education.

To be eligible to serve on the board, a member must have the following qualifications:

1. FDEA dues must be paid and up to date
2. Must be a member of FDEA for at least one year
3. Must be willing to attend scheduled board meeting and serve for a period of 2 years

If you are interested in serving as an FDEA Board Member, please let me know by sending me your name and qualifications by April 30, 2011. If you know of possible candidates, please forward their names to me, along with an e-mail address. I will contact them directly.

Michael Vensel, Miami Dade College - Kendall
Nominations Chair, 305-237-2286
E-mail: mvensel@mdc.edu

H-4B – Prospective Board Member letter – Place this on current letterhead before sending.



Florida Developmental Education Association

Dear Prospective Board Member:

The Executive Board for the Florida Developmental Education Association received your name as a candidate for the new Executive Board elections that will take place before our annual conference. This is a great honor and a wonderful opportunity to serve developmental education in the state of Florida.

If you are still willing to serve, please send me an e-mail with a brief biography. Please keep your biographical information to no more than 200 words. Please be sure to include the following in your biographical sketch:

- Your Name
- Institution
- Job Position/Title/Responsibility (indicate time held)
- Short synopsis of previous jobs or professional projects related to developmental education
- Professional memberships and positions held (spell out please)
- Degrees (indicate colleges and program areas)
- Reason(s) for desiring FDEA Executive Board position

The biographical sketch must be received by Friday, September 3, 2010. Please send the sketch by e-mail to mvensel@mdc.edu.

Sincerely,

Michael Vensel
Nominations Chair for FDEA
Miami Dade College
11011 SW 104 Street
Miami, FL 33176

305-237-2286

H-4C – Second Call for Nominations – this letter goes into the Spring Newsletter

SECOND CALL FOR NOMINATIONS!!!

We're looking for names of colleagues to serve on the FDEA Board. These individuals should be interested in working with fellow board members to promote FDEA's mission to improve developmental education. To be eligible to serve on the board, a member must have the following qualifications:

1. FDEA Dues must be paid and up to date
2. Must be a member of FDEA for at least one year
3. Must be willing to serve for a period of two years and attend scheduled board meetings

If you are interested in serving as an FDEA board member, please let me know by sending me a note through email. Or, if you know of possible candidates, please forward the names to me, along with an email address. I will contact them directly. These names must be received by midnight, September 3, 2010.

Send nominations to the FDEA Nominations Chair:

Mrs. Michael Vensel
Nominations Chair
Miami Dade College – Kendall Campus
11011 SW 104 Street
Miami, FL 33176
305-237-2286

e-mail: mvensel@mdc.edu

H-4D – Elected to the board letter – Place on current letterhead – Can be sent by Nominations Chair or President



Florida Developmental Education Association

Executive Board of Directors

Janita Patrick
President
Tallahassee Community College

Michael Vensel
Vice President
Miami Dade College

Shirley Rehberg
Treasurer
Florida Gateway College

Cassandra Stroy
Secretary
Bethune-Cookman University

Dr. Elizabeth L. Blanton
Past-President
Daytona State College

Dr. Nick Bekas
Valencia Community College

Efrain Bonilla
North Florida Community College

Karen Eisenhauer
Brevard Community College

Cathy Lally
Brevard Community College

Patti Levine-Brown
Florida State College at Jacksonville

Melinda Milles
Florida Department of Education
Division of Florida Colleges

Karen Nails-Porter
FCRC President
Bethune-Cookman University

Pat Newell
Edison State College

Sandra Offiah-Hawkins
Daytona State College

Len Quatrella
Bethune-Cookman University

Laurel Severino
Santa Fe College

Marjorie Simon
Palm Beach State College

October 10, 2009

Dear Pat,

Congratulations! You have been elected to serve on the FDEA Board for the 2009 – 2011 term. This is a great honor and a wonderful opportunity to serve developmental education in the state of Florida. We look forward to working with you in the coming years. Please plan on attending the next board meeting which will be January 22, 2010 in Gainesville, Florida. The board will meet before the spring workshop.

Sincerely,

Michael Vensel
FDEA Nominations Chair
Miami Dade College
11011 SW 104 Street
Miami, FL 33176

305-237-2286

E-mail: mvensel@mdc.edu

H-4E – Appointed to the board letter – Place on current letterhead – Can be sent by Nominations Chair or President



Florida Developmental Education Association

Executive Board of Directors

Janita Patrick
President
Tallahassee Community College

Michael Vensel
Vice President
Miami Dade College

Shirley Rehberg
Treasurer
Florida Gateway College

Cassandra Stroy
Secretary
Bethune-Cookman University

Dr. Elizabeth L. Blanton
Past-President
Daytona State College

Dr. Nick Bekas
Valencia Community College

Efrain Bonilla
North Florida Community College

Karen Eisenhauer
Brevard Community College

Cathy Lally
Brevard Community College

Patti Levine-Brown
Florida State College at Jacksonville

Melinda Milles
Florida Department of Education
Division of Florida Colleges

Karen Nails-Porter
FCRC President
Bethune-Cookman University

Pat Newell
Edison State College

Sandra Offiah-Hawkins
Daytona State College

Len Quatrella
Bethune-Cookman University

Laurel Severino
Santa Fe College

Marjorie Simon
Palm Beach State College

October 10, 2010

Dear Nick,

Congratulations! You have been appointed to serve on the FDEA Board for the 2010 – 2011 term. This is a great honor and a wonderful opportunity to serve developmental education in the state of Florida. We look forward to working with you in the coming years.

Sincerely,

Michael Vensel
FDEA Nominations Chair
Miami Dade College
11011 SW 104 Street
Miami, FL 33176

305-237-2286

E-mail: mvensel@mdc.edu

H-4F – Official Ballot using e-mail – This is to be sent to all members 2 weeks prior to vote ending

Please Do Not reply to this message.

Dear FDEA Members,

At the conference in 2006, it was decided to use pre-conference e-mail ballots for elections to the FDEA board rather than paper ballots. Due to multiple software systems used by the public, there is no quick and easy ticket presently available. Therefore, we ask that you complete the following 3 quick and easy steps.

1. Go to the FDEA website and read the biographies of the candidates. www.fdea.net
2. Prepare a new e-mail to be sent to our nominations chair at mvensel@mdc.edu. Put FDEA Ballot in the subject. E-mails without subjects will not be opened.
3. Vote for up to 6 candidates from the list below. You can cut and paste the names of the candidates you are voting for. Be sure that the e-mail you send has your name as listed on the FDEA membership list. Only those that are current members are eligible to vote. Votes will be compared to the membership list as to eligibility.

The deadline for accepting ballots is midnight,
September 23, 2010.

Candidates

Efrain Bonilla
Karen Eisenhauer
Laurel Severino
Marjie Simon
Michael Vensel
Nick Bekas
Shirley Rehberg

H-4G - Nomination Committee Announcement of Board Members – This goes into the fall newsletter

Nominations Committee:

The Nominations Committee would like to announce our Executive Board for the 2010-2011 year:

President: Janita Patrick – Tallahassee Community College
Vice President: Michael Vensel – Miami Dade College – Kendall
Treasurer: Shirley Rehberg – Florida Gateway College
Secretary: Casandra Stroy – Bethune-Cookman University
Past President: Dr. Elizabeth L. Blanton – Daytona State College

The Nominations Committee welcomes our newest board member Dr. Nick Bekas from Valencia Community College. We also welcome back the following elected members of the board:

Laurel Severino – Santa Fe College
Marjorie Simon – Palm Beach State College
Patti Levine-Brown - Florida State College at Jacksonville
Cathy Lally and Karen Eisenhauer - Brevard Community College
Efrain Bonilla - North Florida Community College
Pat Newell – Edison State College
Len Quatrella – Bethune-Cookman University
Sandra Offiah-Hawkins - Daytona State College.

Melinda Milles from the Florida Department of Education, Division of Florida Colleges and Karen Nails-Porter, President of Florida College Reading Council also serve as board members.

If you are interested in serving on the board, read the announcement in this newsletter and send me your nominations.

If you have any questions about FDEA business, please contact any board member.

Michael Vensel – Nominations Chair
e-mail: mvensel@mdc.edu

H-4H – Request for Board Bios– Send to board members when term is ending.

Your term for the FDEA Executive Board expires at this conference. If you wish to continue on the Board, I need your biographical sketch by Thursday September 9, 2010 in order to place you on the ballot. Please remember to keep it to no more than 200 words. Please be sure to include the following in your biographical sketch:

- Your Name
- Institution
- Job Position/Title/Responsibility (indicate time held)
- Short synopsis of previous jobs or professional projects related to developmental education
- Professional memberships and positions held (spell out please)
- Degrees (indicate colleges and program areas)
- Reason(s) for desiring FDEA Executive Board position

If you do not wish to continue on the Board, please let me know so I won't keep bugging you for the bio.

Thanks,
Michael

H-5 Vendor/ Publisher Invitation

Dear Publisher:

The ninth annual Florida Developmental Education Association (FDEA) conference will be held at the Ramada Inn (State Road 13 and 1-95) in Jacksonville, March 19 through March 21. [General intro material]

We hope you will be able to participate in the publishers' display March 20 from 8:00 a.m. to 5:30 p.m. and March 21 8:00 a.m. to 12:00 p.m. A table and two chairs will be provided for the publishers' fee of \$50. We plan to have a continental breakfast on March 20 and 21 in the publishers' display room. This was particularly effective last year in encouraging a large number of our participants to visit the displays. The publisher's fee will cover the cost of the continental breakfasts and your company's name will appear on placard in the publishers' display room as our hosts. There will be a locked room available to store equipment and electrical outlets will be available, if needed.

Specific materials you might consider displaying would be in the areas of English, math, reading, English as a Second Language, study skills, critical thinking, and career education. Also of interest would be appropriate computer software.

During previous conferences, some publishers have generously offered to sponsor some of our conference activities. In response to many publishers' comments, we would like to offer you the opportunity to jointly sponsor this year's wine and cheese gathering. A placard listing all participating publishers will be displayed at the event. The wine and cheese social will immediately follow our general meeting on March 19, and we invite you to join us.

Additionally, we would like to extend an invitation to you to join us for a luncheon on March 20 for 12:30 to 2:30. All publishers in attendance will be introduced.

Please use the enclosed form to indicate your intent to participate in the publishers' display and the sponsorship of attitudinal adjustment. Return this form to me no later than January 10, 1985, so that we may include your name in our program

I look forward to seeing you in March.

Sincerely,

Jane Kennedy
FDEA Executive Board

FDEA EXHIBITOR REGISTRATION FORM 2002

Please print/type information as you wish it to appear in publication.

Company Name: _____

Street Address: _____

City _____

Telephone: () _____ Fax Number: () _____

E-mail address _____

Company Contact Person for FDEA: _____

On Site Representative(s) at Convention: _____

Please check the option(s) desired.

Sponsor of Major Event (\$2,000) Only one sponsor per event

_____ **Reception** _____ **Lunch** _____ **FDEA's 25th Birthday Party**

BENEFITS FOR SPONSORS:

1 exhibit table
2 tickets to meal event
1 page advertising in program
1 brochure insert into registration packet

Conference Presenter (\$1,000)**Exhibit (\$500)****BENEFITS TO YOU:**

1 exhibit table
1 ticket to meal event
1 presenter's block
_____ one (1) hour _____ two (2) hours

BENEFITS TO YOU:

1 exhibit table
1 ticket to meal event

Program Advertising

_____ "8 1/2 x 11" (\$100)

_____ "1/2 page" (\$50)

_____ "1/4 page" (\$35)

Web Page (\$100)

Your company's web page linked to the FDEA Home Page for 12 months following the FDEA 2002 conference. Indicate your URL _____

*Fee is due upon receipt of this registration form. The deadline for returning this completed form is September 15, 2002. Conference confirmation will be mailed upon receipt of form and applicable fees. Please call regarding availability of space if unable to meet these deadlines. Program Advertising – Camera-ready copy due **before** September 10, 2002 and mailed to Pat Newell, Edison Community College, 8099 College Parkway, Ft. Myers, FL 33919*

Call for Exhibitors

The Florida Developmental Education Association is sponsoring its 25th Annual conference, "25 Years of Developing Quality Learning," at Cypress Gardens in Winter Haven, FL, on October 16-18, 2002. We are inviting companies who publish educational materials to exhibit their products. Plan to join more than 200 teachers, administrators, and Florida leaders who seek real solutions to the challenges facing this state's educational systems.

This conference will be held at the Best Western Admiral's Inn in Cypress Gardens. Exhibitors may set up after 9 p.m. on Wednesday, October 16. Exhibits open at 9 a.m. on Thursday, October 17 and must break down after 6 p.m. that same evening. Attendance at this conference will afford an excellent opportunity to present your company's published materials which we need to make a quality education possible for our students.

Enclosed is the Exhibitor's Registration Form that presents you with several options. I do hope that you will consider sponsoring one of our major events. Only three publishers will be allowed to do this. If you choose to be a conference presenter, your presentation will be on Friday morning. Please return registration forms to me as soon as possible but before September 15, 2002. Program advertising requires camera-ready copy and must be returned to Pat Newell at Edison Community College, 8099 College Parkway, Ft. Myers, FL 33919 before September 10, 2002.

Sincerely,

Elaine Elledge
Exhibitor's Chair

FDEA EXHIBITOR CONFERENCE REGISTRATION FORM 2003

SECOND CALL!!

“Surfing the Waves to Success”

The Plaza Resort & Spa
Daytona Beach, Florida
October 22-24, 2003



Please print/type information as you wish it to appear in publication

Company Name: _____

Street Address: _____

City: _____

Telephone: () _____ **Fax Number:** () _____

E-mail address: _____

Company Contact Person for FDEA: _____

On Site Representative(s) at Convention: _____

Please check the option(s) desired.

Sponsor of Major Event \$1000 (Only one sponsor per event) _____ Reception _____ Lunch	
BENEFITS FOR SPONSORS: 1 exhibit table 2 tickets to meal event 1 page advertising in program 1 brochure insert into registration packet	
Conference Presenter: _____ \$600 BENEFITS: 1 exhibit table 1 ticket to meal event 1 Presenter's block one (1) hour _____ two (2) hours _____	Exhibit: _____ \$400 BENEFITS: 1 exhibit table 1 ticket meal event
Program Advertising: _____ 8 1/2" x 11" \$100 _____ 1/2 page \$50 _____ 1/4 page \$35	Web Page: _____ \$100 Your company's web page linked to the FDEA Home Page for 12 months following the FDEA 2003 conference. Indicate your URL : _____

Return this completed form and fee(s) by September 1, 2003, to Diane Grim Rettig, 161 Briarwood Drive, DeBary, FL 32713 drettig@valenciacc.edu

Program Advertising: Send Camera-ready copy by September 1, 2003, to

Lynn Blanton, 314 Frances Terrace, Daytona Beach, Florida 32118.

Conference confirmation will be mailed upon receipt of form and applicable fees.

Please call regarding availability of space if unable to meet these deadlines.



Florida Developmental Education Association

August 12, 2003

Second Call for Exhibitors

In June we invited you to join us for the Florida Developmental Education Association 26th Annual Conference, "Surfing the Waves to Success", on October 22-24, 2003, in beautiful Daytona Beach, Florida. September 1st is quickly approaching and we want to remind you to join our conference. The goal now is to have 150 instructors, administrators, and leaders of Florida's colleges and universities who seek real solutions to the challenges facing this state's educational systems.

This conference will be held at The Plaza Resort & Spa (oceanfront) in Daytona Beach. The telephone number for the Resort is 1-800-874-7420. Exhibitors may set up after 9 p.m. on Wednesday, October 22. Exhibits open at 9 a.m. on Thursday, October 23 and must break down after 6 p.m. that same evening.

I have enclosed another copy of the Exhibitor's Registration Form that presents you with several options. I hope you will consider sponsoring one of our major events. This is an excellent way of advertising your organization. If you choose to be a conference presenter, contact Lynn Blanton at Daytona Beach Community College (386-254-3000, ext. 3914 or e-mail blantoe@dbcc.edu) to determine time of your presentation. Please return the registration form to me as soon as possible, but on or before September 1, 2002. My address is Diane Grim Rettig, 161 Briarwood Drive, DeBary, FL 32713. My email address is drettig@valenciacc.edu and my phone number is 407-582-1050.

Program advertising requires camera-ready copy. It must be returned to Lynn Blanton, 314 Frances Terrace, Daytona Beach, FL 32118, on or before September 1, 2003.

Sincerely,

Diane Grim Rettig
Exhibitor Chair

H-6 Conference Presentation Proposals



Florida Developmental Education Association's 27th Annual Conference

Teaching & Learning
Dare to Make a Difference

October 26 – 28 2005, Sheraton World Resort, Orlando
Call for Presentations

You are invited to share your knowledge, expertise and best practices. Take advantage of this opportunity to network with developmental educators throughout the state of Florida and increase your visibility in the educational arena. Complete this application and submit by May 25, 2005.

FDEA Conference Presentation Proposal Form

Name: _____
(as you would like it to appear in the program)

Organization: _____ Position: _____

Phone: _____ E-mail: _____

Address: _____

City, state, zip code: _____

Presentation title: _____

On a separate sheet, please provide the following information:

- An abstract of your presentation as it will appear in the conference program (50 words or less)
- A synopsis of the presentation format and approach
- Learning objectives and outcomes
- Names and contact information for additional presenters

Format: _____ Lecture _____ Workshop _____ Discussion _____ Panel

Target group: (check one) _____ English _____ Reading _____ Math _____ ESL
_____ SAIL _____ Counseling _____ Learning Center
_____ Other (explain) _____

The conference session format is as follows:

Thursday, October 27: (note: for both days, session length is 60 minutes)

Friday, October 28: Morning sessions—conference ends at 12:00 p.m.

Do you have a preference for the date or time of your presentation? _____

Check the audio-visual equipment you will need: (note: any other audio-visual equipment costs will be the responsibility of the presenter) _____ Overhead projector _____ TV/VCR _____ Flip chart _____ screen _____ Internet connection

Are you willing to do your presentation more than once during the conference? _____ Yes _____ No

Final Deadline for submitting proposals is May 25, 2005.

Send to the following address: Valencia Community College Questions? Call (407) 582-3229
Conference Management (DTC-1) Or send by fax: (407) 582-3004
P.O. Box 3028 Or send via e-mail: conferencing@valenciacc.edu
Orlando, FL 32802-3028

I understand that presenters who plan to attend the conference must pay the conference registration fee and all travel expenses.

Signature: _____ Date: _____

FLORIDA DEVELOPMENTAL EDUCATION ASSOCIATION
 19th Annual Conference, November 13-15, 1996
 Daytona Beach, Florida
"Developmental Education: Start Here, Go Anywhere!"

Name _____

(as you would like it in the program)

Telephone number (office) _____ (home) _____

School and Campus _____

Address _____

City, State, Zip _____

The TITLE of your presentation as you want it to appear in the program

On a separate sheet, in fewer than 500 words, please provide:

- _____ the overall purpose of your presentation
- _____ a brief abstract of your presentation as well as a synopsis of 25 words or fewer (suitable for inclusion in the program)
- _____ the names, institutions, addresses (if presentation includes more than one participant)

FORMAT: () lecture () workshop () discussion () panel

Note: Session length is 60 minutes

TARGET GROUP: () English () ESL () SAIL () Math
 () Reading () Other

Do you have a preference for the date or time of your presentation? If so, please state. _____

Note: Please list all AUDIO-VISUAL equipment you will need.

If you plan to use computer equipment, you must supply your own.

Are you willing to do your presentation more than once during the conference? _____

Can you recommend a moderator (someone to introduce you) who will be at the conference and who will be willing to do so? Please include name and address.

If you do not wish to present, are you willing to be a moderator? _____

DEADLINE FOR SUBMITTING PROPOSALS IS JUNE 10, 1996

Send to the following address:

Telephone: 904-484-1158

FAX: 904-484-1826

Elaine Elledge / Patty Northup
 Developmental Studies Development
 Pensacola Junior College
 1000 College Boulevard
 Pensacola, Florida 32504-8998

September 30, 1996

Inside Address

Dear _____,

Thank you for agreeing to be a facilitator/moderator at a presentation at the upcoming FDEA conference in November. Both presenters and those of us appreciate your assistance on the Executive Board who are involved in preparing this conference.

You will be presiding at the presentation of John Simpson which will be presented in the TOMOKA A breakout room from 8:30-9:30 on Friday, November 15, 1996.

You will need to speak to the presenter(s) to get information they would like to have you use in their introduction.

Thank you for agreeing to participate by presiding; we look forward to seeing you in Daytona Beach.

Sincerely,

Elaine Elledge
Program Chair
FDEA Conference

H-7 Scholarships

(Letterhead)

Dear Colleague:

We hope your summer has been restful and fun! Now that you have returned to work and are beginning the fall semester, it is time to begin planning for the Florida Developmental Education Association (FDEA) Conference November 5-7 in Fort Myers. One of the highlights of this conference is the recognition of one of our successful developmental students with the awarding of the **FDEA Excellence in Developmental Education Scholarship for \$500.00.**

Many of our successful students begin their college careers in developmental courses and go on to become successful college graduates. The purpose of this scholarship is to bring recognition to one of our many successful developmental students. Enclosed you will find the criteria for this scholarship and the application form. Please consider nominating one of your many deserving students. Also, because of the November conference date we must set the deadline for October 1, 1997. **Please make sure that the application is postmarked no later than October 1, 1997.**

A student is eligible to apply for this scholarship if he or she:

- attends a college that is an FDEA institutional member;
- has completed at least one developmental course at the community college level;
- has twelve semester hours of mainstream college level coursework (AA/AS), and has achieved an overall 3.0 GPA for all coursework.

We also encourage you to make copies of this letter and of the application form and to send it to all faculty and staff at your college who work with students enrolled in college preparatory classes.

We look forward to reading your applications and selecting a deserving student to recognize.

Respectfully,

Dr. June Jones
Robin Seymour
Ocala Campus

Application Procedure

The following must be included with this application:

An up-to-date college transcript

Two letters of recommendation (one from an instructor of a college-prep/vocational-prep course and one from an instructor of a college-level course)

A typed essay from the student describing how either the developmental reading or mathematics course has influenced his/her life.

Name: _____

Telephone: () _____ Social Security # _____

Home Street Address: _____

City, State & Zip Code: _____

Community College: _____

Career Goal: _____

GPA: _____ Date: _____

Make nominations by October 1, 1997, and forward all requested information to the following address:

Dr. June Jones and/or Robin Seymour
FDEA Scholarship Chairs
Central Florida Community College – Ocala Campus
P.O. Box 1388
Ocala, FL 34478-1388
(352) 237-2111 FAX (352) 237-0510

Call for Applications

As legislators focus on the increasing costs and increasing number of students needing college preparatory courses, our developmental student successes are often forgotten. Yet, each of us can cite student success stories at our institutions when students have defeated overwhelming odds to achieve their academic and personal goals. One of our most exciting FDEA events is the recognition of these student successes through the awarding of the \$500 FDEA Excellence in Developmental Education Scholarship at the annual conference.

Now is the time that we need to be thinking of candidates for this scholarship and gathering the documentation to submit in September for our students. The criteria for the scholarship are as follows:

Recipient is from a college that is an FDEA institutional member.

Recipient started in two or more prep disciplines.

Recipient has a 3.0 GPA or higher

Recipient has 12 semester hours or more of college-level course work.

Recipient should contribute to the college/community, i.e., volunteer service.

THE FOLLOWING INFORMATION MUST BE INCLUDED IN THE APPLICATION.

- Cover page identifying the following: (a) Name of application, (b) Address, (c) Telephone, (d) Name of college, (e) One-sentence statement of Student Career Goal.
- A current college transcript of the applicant.
- A one-page essay written by the applicant describing how developmental education courses have influenced his or her life.
- Two letters of recommendation, one from an instructor of a college-level course.

The scholarship winner will be selected on the basis of academic achievements, quality of the essay, and recommendation of educators. The final selection is the responsibility of the FDEA Executive Board.

Keep a file as you work with these students who deserve our highest praise and greatest support, and, using guidelines of the criteria above, identify your successful college prep students and encourage their application for this scholarship. Let's share our success stories in the State of Florida so that others can rejoice with us.

Make nominations by October 1, 1996, and forward all requested information to the following address:

Patricia Hare, FDEA
Scholarship Chair
Brevard Community College
1519 Clearlake Road
Cocoa, FL 32922
Or FAX (407) 633-4565
SC 361-2790

Joseph Howland FDEA Excellence in Developmental Education Scholarship (\$1,000.00)

Two Joseph Howland Scholarships, in the amount of \$1,000 each, are available to be presented at the annual FDEA conference in Orlando.

A Student is eligible to apply for the Joseph Howland FDEA Scholarship if he or she:

- Attends a college that is an FDEA Institutional member. (Contact gburkett@pbcc.edu if uncertain.)
- Has successfully completed one developmental math course and one other developmental course either in writing or in reading.
- Has six semester hours of mainstream college level course work (AA/AS).
- Has achieved an overall 3.0 grade point average for all course work.

The following items must be included along with this scholarship application:

- Up-to-date college transcript.
- Two letters of recommendation (one from an instructor of a college prep/vocational prep course and one from an instructor of a college level course).
- Typed essay describing how the developmental mathematics or developmental writing course has influenced your life.. The essay should be typed in size 12 font as a double-spaced Word document. Submit a printed copy with the above material in the application package; additionally, email a copy of the essay to Gail Burkett.
- Photograph, or photo file in jpg format (optional).
- A cover page to include the following:

Name: _____

Telephone: () _____ SSN: _____

Home Address: _____

Community College: _____

Career Goal: _____

E-mail address: _____

GPA: _____ Date: _____

Please read and sign the following statement: I agree that the Florida Developmental Education Association may use my name, picture and narrative in FDEA published materials to promote developmental education.

Signature _____ Date: _____

Send application to:

Professor Gail Burkett
Palm Beach Community College
Mathematics Department
3160 PGA Boulevard
Palm Beach Gardens, FL 33410
 email: gburkett@pbcc.edu

Applications for the 2007 presentation must be postmarked by May 27, 2007.
 Scholarship winners will be presented at the FDEA annual conference

H-8 Outstanding Developmental Educator

(Letterhead)

September 24, 1997

Dear Educational Leader:

The Florida Developmental Education Association will host its twentieth annual conference, **A Standard of Quality: Developmental Education**, November 5-7, 1997, at the Sheraton Harbor Place Hotel, Ft. Myers, Florida. One of the highlights at the conference will be the presentation of the **Outstanding Developmental Educator** award. As chairperson of FDEA's awards committee, it is my pleasure to solicit your nomination of a developmental educator for this prestigious award.

Kindly complete the enclosed nomination form and a narrative of your nominee's qualifications. Send or fax all requested information to me at the address/fax number listed below. In order for the awards committee to give adequate consideration to all candidates, **your nominations must be received by October 12, 1997.**

Your support of developmental education is greatly appreciated. Please nominate a worthy candidate and share copies of the nomination form with other educational leaders at your institution who may also wish to recognize a leader in developmental education.

Very truly yours,

Dr. Sara Lee Sanderson
Miami-Dade Community College, Kendall Campus
11011 SW 104th Street
Miami, FL 33176
Tel. 305/237-2752; Fax 305/237-0536

On Web Site:

Call for FDEA Outstanding Educator Nominations

Do you know someone who stands out in the field of developmental education? If so, nominate him or her for FDEA's Outstanding Educator Award. This award is traditionally presented during the association's annual conference. The outstanding educator will be selected based on his or her demonstrated excellence in the areas described below.

Criteria:

- Must be a person whose work exemplifies the philosophy of developmental education.
- Must demonstrate excellence in teaching or appropriate professional skills (e.g., counseling, tutoring, administration) with developmental education students.
- Must show responsiveness to individual students and commitment to professional growth.
- Each nominee must be a current member of FDEA.

Information Required:

1. Nominee's name, mailing address, e-mail address, and telephone number.
2. Institution and title/position.
3. Outstanding achievements in each of the following: (a) teaching/other professional skills; (b) relationships with students; (c) professional development activities.
4. Picture of nominee for press releases.
5. Name, addresses, phone number, and college/position of person making nomination.

Please include a brief, biographical sketch highlighting your nominee's role in developmental education along with a narrative covering the criteria stated above.

SEND NOMINATIONS TO:

Gail G. Burkett
Palm Beach Community College
3160 PGA Boulevard
Palm Beach Gardens, FL 33410

• E-mail: burkettg@pbcc.edu •

Submissions for the 2007 award must be postmarked by May 27, 2007.
The winner will be announced at the FDEA annual conference.

H-9 Conference Registration Form

FLORIDA DEVELOPMENTAL EDUCATION ASSOCIATION
 19th Annual Conference
 "Developmental Education: Start Here, Go Anywhere!"
 November 13-15, 1996

ADAM'S MARK RESORT
 100 N. Atlantic Avenue
 Daytona Beach, FL 32118
 Conference rate \$78 (S or D)
 \$88 (Triple) \$98 (Quad)
 Reservations: (800) 872-9269 or (904) 254-8200
 FAX: (904) 253-0275

To pre-register for the conference, please complete this form, attach a check made out to H. Jeannette Tyson, FDEA Treasurer, and mail to:

H. Jeannette Tyson
 Valencia Community College
 1800 S. Kirkman Rd. 4-23
 Orlando, FL 32811-2302

Mr.
 Name: Ms. _____
 Dr. _____
 Institution: _____
 Position Title: _____
 Address: _____
 City, state, zip: _____
 Phone: Office () _____ Home () _____
 Home address (if this is preferred mailing address):

FDEA Membership \$15.00 _____ Renewal
 (for November 1996-November 1997) _____ New

Conference Pre-registration Fee \$55.00
 (The pre-registration fee applies to registrations postmarked by October 30, 1996.)

On-Site Registration \$60.00
 Registration includes luncheon on Thursday, November 14, 1996.
 Luncheon entrée preference: ___ Meat _____ Non-Meat

VALENCIA	
Best Practices and Emerging Trends in Developmental Education	Oct. 25 - 27, 2006
	Florida Developmental Education Association (FDEA) 28th Annual Conference
Sheraton Safari Hotel Orlando, Florida	

REGISTRATION FORM

Please note - only one primary registrant per form (please duplicate this form as required).

Name (Dr., Mr., Mrs., Ms.):			
First Name for Registrant Badge:			
Title/Position:			
Community College/Organization:			
Business Mailing Address:			
City:		State:	Zip:
Business Phone: ()		Fax: ()	
Email:			
Please indicate any dietary restrictions/special needs:			
FULL CONFERENCE REGISTRATION	On or Before 9/20/06	After 9/20/06	TOTAL
____ Member	\$160	\$180	
____ Non-Member	\$195	\$215	
____ Institutional Member	No fee for Institutional Member Designee 2006 (1 per institution) \$0		
DAILY REGISTRATION (Members & Non-members)			
____ Thursday	\$95		
____ Friday	\$65		
PRE-CONFERENCE WORKSHOP (select one) Not included with full or daily registration.			
____ Innovative Programs in Florida's Developmental Math Curriculum	\$20		
____ More than an Empty Spoon			
____ Solving the Puzzle of Writing: Strategies to overcome the language issue & engage the ESOL student			
ADDITIONAL GUEST TICKETS			
____ Wednesday Reception	\$35		
____ Fun Run/Walk (includes gift and snack)	\$20		
FDEA MEMBERSHIP FEES			
____ Faculty/Administrator/Staff	\$35		
____ Adjuncts/Retirees	\$25		
____ Full-time Graduate Students	\$15		
Would you like to serve as a session moderator? ____ Yes ____ No		TOTAL AMOUNT DUE: \$ _____	
PAYMENT INFORMATION			
() Check/Money Order (payable to Valencia Community College) EIN# 59-1216316			
Credit Card (please check one)			
() Visa () MasterCard () American Express () Discover			

Credit Card Number:		Expiration Date:
Cardholder's Name (please print):		
Signature:		Date:
For Office Use Only: 63102300-0000000-00000-01		
Check #:	Amount:	Date Received: / /
Receipt #:	Credit Card Auth. #:	Initials:

Conference Design and Purpose

The Florida Developmental Education Association conference is designed to enhance the professional capabilities of developmental educators in post-secondary institutions. Since 1978, FDEA has prepared educators to better serve Florida students through the theory, delivery, and practice of developmental education, and through the design of programs to prepare effective developmental curricula.

Registration Information

Full Conference Registration includes all conference materials, general and concurrent sessions, a reception and luncheon. The daily registration fee includes conference materials, general and concurrent sessions and any refreshment breaks and meals for that day only.

If you have not received a registration confirmation by **Monday, October 16**, please call the Conference Management Office at 407-582-3219 to verify your registration. Registrations will continue to be accepted through **Wednesday, October 18**. After that date, attendees must register on-site, pending space availability.

Register online at www.fdea.net/Conf2006/ with credit card payments, or via fax to: Valencia Community College, Conference Management 407-582-3004.

Mail registration forms and payment to:

Valencia Community College
Conference Management, RE: FDEA
P.O. Box 3028
Orlando, FL 32802-3028

Call the Conference Management Office at 407-582-3219 or email jflores1@valenciacc.edu should you have special needs or dietary restrictions. Please notify us of your needs at least two weeks prior to the conference.

Cancellation/Refund Policy:

Full refunds will be given to any registrant who submits a letter of cancellation that is received by **Wednesday, September 27**. No refunds will be granted after that date and "no shows" will not be refunded; however, a substitute attendee is permitted. "No shows" registered by purchase order will be invoiced for applicable conference fees.

Hotel Accommodations

This year's conference is being held at the Sheraton Safari in Lake Buena Vista, Florida. Located in the heart of Lake Buena Vista, Florida, the resort is minutes away from Downtown Disney, Walt Disney World® and other major attractions. The Sheraton Safari is pleased to offer the Florida Developmental Education Association the following room rate through the entire conference:

*Single/Double: \$115 per night + tax

Attendees should make their reservations by calling **1-888-354-1356**, or visit the website at <http://www.starwoodmeeting.com/StarGroupsWeb/booking/reservation?id=0604215011&key=74192> and reference the Florida Developmental Education Association Conference. The special conference rate will be available until **Wednesday, September 27**. Please make your

reservations early! After that date, reservations will be accepted on a space available basis at the prevailing rate.

H-10 Conference Evaluation Form

1. AFFILIATION

- a. College
- b. University
- c. Community College
- d. Other

POSITION

- a. Instructor/Professor
- b. Student
- c. Administrator/Dean/Chair
- d. Other

Have you attended an FDEA conference before? Yes ___ No _____

How did you find out about this conference?

Newsletter ___ Pre-conference publicity _____ Word of mouth _____
 Other _____

General reactions to the conference:

5 = Excellent 1 = Poor	5	4	3	2	1
(a) Quality of large-group keynote sessions	___	___	___	___	___
(b) Variety & quality of small group sessions	___	___	___	___	___
(c) Quality of exhibits	___	___	___	___	___
(d) Help in making contact with educators	___	___	___	___	___
(e) Value for registration cost	___	___	___	___	___
(f) Schedule or program , exhibits & free time	___	___	___	___	___
(g) Length and timing of conference	___	___	___	___	___
(h) Registration procedures and material	___	___	___	___	___
(i) Hotel accommodations and food service	___	___	___	___	___
(j) Overall conference quality	___	___	___	___	___

4. Rating of sessions:

- Most beneficial
- Second most beneficial
- Third most beneficial

5. Comments about this conference:

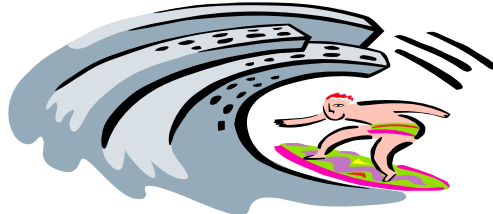


Florida Developmental Education Association

PRESENTS

The 26th Annual Conference

“Surfing the Waves to Success”



HOSTED BY

DAYTONA BEACH COMMUNITY COLLEGE

HELP US HELP OURSELVES

BY

**ADVERTISING YOUR COLLEGE IN OUR
CONFERENCE PROGRAM**

BE CREATIVE!!!!

USE YOUR COLLEGE LOGO

HIGHLIGHT A PROFESSOR

HIGHLIGHT AN ADMINISTRATOR

HIGHLIGHT A STUDENT

HIGHLIGHT A PROGRAM

Please check the option desired.

_____ 8 1/2” x 11” (\$100) _____ 1/2 page (\$50) _____ 1/4 page (\$35)

College Name: _____

Street Address: _____

City: _____

Telephone: () _____ **Fax Number:** () _____

College Contact Person for FDEA: _____

E-mail address: _____

Fee is due upon receipt of this registration form.

*This completed form and a Camera-ready copy of the advertisement is due on or before
September 1, 2003 to Lynn Blanton at 314 Frances Terrace, Daytona Beach, Florida 32118.
Conference confirmation will be mailed upon receipt of form and applicable fee.*