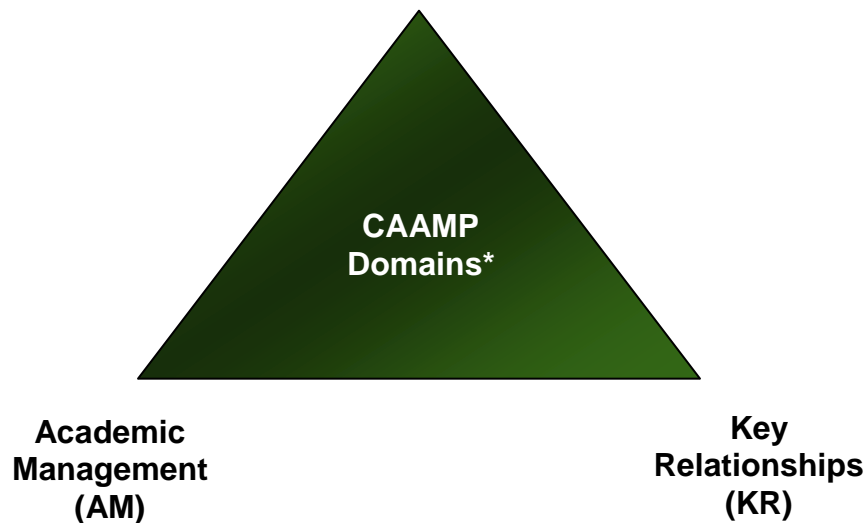


AGENDA

2010 Chairs & Academic Administrators Management Program (CAAMP)

CAAMP is based on a simple model of developing competency. We believe competent managers and leaders exhibit a combination of skills, knowledge and attitudes. The program addresses all three areas through the domains of **academic management**, **key relationships**, and **personal and professional development**.

Personal and Professional Development (PPD)



* Domains are listed beside each topic below

Thursday, July 22, 2010

AM

7:30 Breakfast in Room

8:00 Introduction and Course Overview (Dr. Judith Albino, AAL Senior Consultant and President Emerita, University of Colorado)

8:30 Transitioning to Academic Management: What's So Different? (Dr. Albino)
(Domain: PPD)

Learning Objectives:

- Describe the challenges of departmental leadership and academic management
- Describe the aspects of transition that present the greatest personal challenges
- List at least 2-3 personal learning objectives based on those challenges

9:15 **What is a Good Leader? Can Leadership Be Learned?** (Dr. Clyde Evans, AAL Senior Consultant) (Domain: PPD)

Learning Objectives:

- Identify different aspects and models of leadership
- Describe aspects of leadership that may be most important in your job
- Develop appreciation for how you can develop critical leadership skills

10:15 Break – Snacks and Beverages in Room

10:30 **Assessment for Leadership Development: Understanding Your LPI Feedback** (Dr. Evans) (Domain: PPD)

Learning Objectives:

- Explore a model of competencies for effective leadership
- Analyze feedback from others about one's leadership competencies
- Use feedback to develop a plan of action to improve one's competencies as a leader and manager

11:50 **Session Planning Notes**

PM

12:00 Lunch in Room

1:00 **Am I Your Type?: Step 2 - MBTI** (Dr. Albino) (Domain: PPD)

Learning Objectives:

- Describe the background and theory of the Myers-Briggs Type Indicator (MBTI)
- Define your MBTI Type
- Apply the MBTI for better self-understanding
- Identify how personal preferences affect work within organizations
- Understand how personal preferences influence others' perceptions

2:45 Break – Snacks and Beverages in Room

3:00 **Integrating MBTI and LPI Feedback for Personal and Professional Development** (Drs. Albino and Evans) (Domain: PPD)

Learning Objectives:

- Specify personal goals for improving as an academic administrator and manager.
- Learn to express goals as specific, measurable behavioral objectives.
- Integrate lessons from MBTI and LPI to refine individual personal and professional development plans.
- Understand the importance of professional and social networks to career satisfaction and success.

3:20 **Peer Coaching with the MBTI and LPI**

4:15 **Session Planning Notes**

4:30 Adjourn

Friday, July 23, 2010**AM**

7:30 Breakfast in Room

8:00 **Budgeting and Planning** (Dr. Nader Nadershahi, AAL Senior Consultant, and Dean, University of the Pacific, Arthur A. Dugoni School of Dentistry) (Domain: AM)

Learning Objectives:

- Develop a working knowledge of the basics of finance and accounting associated with department management
- Understand the linkage between strategic planning, budgeting, and resource allocation

10:00 Break – Snacks and Beverages in Room

10:15 **Budgeting and Planning (continued)**

11:35 **Session Planning Notes**

11:45 Lunch in Room

PM

12:45 **Faculty Development: Recruiting, Retaining, and Developing** (Dr. Evans) (Domain: KR)

Learning Objectives:

- Identify best practices for recruiting and acculturating new faculty
- Identify best practices for developing/mentoring faculty
- Identify threats to career advancement common in specific development stages
- Discuss strategies to assist faculty to sustain vitality and continued professional growth, including leadership development, across the career life cycle

2:00 Break – Snacks and Beverages in Room

2:15 **Faculty Development** (continued)

3:20 **Session Planning Notes**

3:30 **We Can't Go on Meeting "Like This": Ensuring Effective Meetings** (Dr. Albino) (Domain: AM)

Learning Objectives:

- Describe the best uses of meetings
- Learn how to set and move an agenda
- Develop strategies for engaging all meeting participants
- Identify strategies to handle conflicts and dysfunctional behavior
- Understand meeting dynamics

4:45 **Session Planning Notes**

4:55 Adjourn

Saturday, July 24, 2010**AM**

7:30 Breakfast in Room

8:00 **Legal Issues in the Academic Environment** (Prof. Pamela Zarkowski, AAL Senior Consultant, and Academic Vice President and Provost at the University of Detroit Mercy) (Domain: AM)

Learning Objectives:

- Discuss legal guidelines important to faculty hiring, termination and assessment, and student/ faculty interactions including protections from sexual and ethnic harassment and FERPA violations.
- Identify strategies important to student dismissal for academic or disciplinary reasons.
- Review “best practices” in terms of policies and procedures to prevent legal problems.
- Discuss current trends in addressing lapses in student/faculty academic integrity

10:00 Break – Snacks and Beverages in Room

10:15 **Legal Issues** (continued)

11:45 Lunch in Room (Q&A with Prof. Zarkowski)

PM

12:45 **Giving and Getting Feedback—RESCUE** (Dr. Albino) (Domain: KR)

Learning Objectives:

- Learn the basics of giving performance evaluations
- Understand personal responses to evaluation

2:15 **Session Planning Notes**

2:25 Break – Snacks and Beverages in Room

2:35 **Dealing Effectively with Conflict** (Dr. Albino) (Domain: KR)

Learning Objectives:

- Assess your personal style of responding to conflict
- Describe how different conflict styles affect conflict situations
- Describe the conflict management model
- List specific conflict resolution tactics
- Apply appropriate tactics to manage given conflict situations commonly faced by department chairs and academic administrators

4:35 **Session Planning Notes**

4:45 Adjourn

Sunday, July 25, 2010**AM**

7:30 Breakfast in Room

8:00 **Building and Leading High Performance Teams** (Douglas Myers, AAL Director of Professional Development) (Domain: PPD, KR, AM)

Learning Objectives:

- Understand how true teams differ from other working groups.
- Identify the practices of high performance academic teams.
- Consider the benefits of team work in academic organizations.
- Explore how building high performance teams can enhance your leadership role and your organization's productivity.

10:00 Break – Snacks and Beverages in Room (Interviews)

10:30 **Setting Professional Development Goals and Objectives** (Dr. Albino) (Domain: PPD)

Learning Objectives:

- Complete a Professional Development Action Plan
- Determine ways to implement CAAMP strategies
- Make a personal commitment to continued development as an academic leader and manager

11:45 **Feedforward: What's That?**

PM

12:00 **Final Remarks and Program Evaluation**

12:30 Adjourn