Department Chair Institute: Developing your academic leadership!

Instructor: Facilitators hired through The Company of Experts.net
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Experts on Call

Dr. Kay Weiss is a professor and coordinates professional and organizational development at a southern California college and provides training and development for faculty, staff and managers at her college as well as at other colleges. Kay has been certified by Company of Experts.net as an Appreciative Inquiry Facilitator and Trainer, a Department Chair Trainer and an Instructional Skills Workshop Trainer.

Charles R. Miller, M.A., was formerly Vice President of Company of Experts.net. He is now an Expert on Call. He was a full-time member of the faculty at Santa Rosa Junior College, serving as an instructor, learning specialist and coordinator of faculty and staff development. He also served as adjunct faculty at the University of San Francisco and The Professional School of Psychology.

Format: Face to face workshop
Duration: 3 Full Days -- 9:00 am until 4:30 pm
Date Offered: September 26- 28, 2007
Prerequisite Knowledge: N/A

DESCRIPTION:

The Department Chair Institute is a short, hands-on, "nuts and bolts" session designed for new or experienced first-level academic leaders. Participants will explore ways of leading and managing academic departments and get the skills and insider information today's Department Chairs need to better manage the services they provide and are accountable for. You will quickly see the benefits offered by a positive and supportive learning environment that affords you the opportunity to network with experts and peers.

Whether you are elected, selected or appointed to your position, or are new or have been in your position for awhile, DCI quickly provides Chairs and first-level administrators the skills to become confident, efficient and happy chairs.

The following topics will be covered:

Working With People

Using your emotional intelligence, learn how to manage your social style-- the way you behave in your relationships with faculty, your supervisor, and others--so you can better accomplish departmental tasks and goals.

Managing Time

Become aware of your Time Management Personality in order to better manage your time. Also learn to use your limited time more wisely by learning to put first things first, keeping your attention focused on your most important tasks and goals.

Leading Change

Take advantage of the strengths of your organization and department's culture to lead positive change. Then practice a process for creating a shared vision for your department, inspiring faculty to make, rather than resist, change.

Facilitating Group Processes

Groups require skillful facilitation in order to make good things happen. Practice your skills so you can lead productive meetings, facilitate good group decisions, and manage conflict.

Hiring and Evaluating Faculty

Based on research about good teaching, increase your ability to hire effective full and part-time faculty and then learn how to help them become more effective by focusing on their strengths.

Reviewing and Renewing Programs

Become familiar with an outcomes-based model for reviewing and renewing instructional programs, one that is in alignment with Student Learning Outcomes (SLOs) and evidence-based assessment for accreditation.

Course Materials:

Materials provided by DCI.

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