



## 2016 Chairs and Academic Administrators Management Program (CAAMP)

*Georgia Tech Hotel and Conference Center, Atlanta, GA*

Day/Time	Topic / Activity	Faculty
<b>Wednesday, August 3, 2016</b>		
Noon–6:00 pm	CAAMP participants arrive and check-in at hotel	
6:00–8:00 pm	CAAMP Reception: Introductions and Program Overview (Conference Room 4)	AAL Staff & Faculty
<b>Thursday, August 4, 2016 - Conference Room A</b>		
7:00–8:00 am	Breakfast (Outside Conf. Room A)	
8:00–9:30 am	<b>9 Virtues of Exceptional Leaders</b> <ul style="list-style-type: none"> <li>• Describe a character-based model of leadership.</li> <li>• Assess behaviors related to life-long learning as a leader.</li> <li>• Develop action steps to grow in a specific leadership virtue.</li> </ul>	<b>Dr. N. Karl Haden</b> <b>AAL Founder and President</b>
9:30–9:45 am	Break	

9:45–11:30 am	<b>Assessment for Leadership Development: Understanding Your DiSC Feedback</b> <ul style="list-style-type: none"> <li>• Apply the DiSC for better self-understanding.</li> <li>• Discuss a model of competencies for effective leadership.</li> <li>• Analyze feedback from others about one’s leadership competencies.</li> <li>• Develop a plan of action to improve one’s competencies as a leader and manager using assessment feedback.</li> </ul>	<b>Dr. Felicia Tucker-Lively</b> <b>AAL Director of Professional Development</b>
11:30 am–12:30 pm	<b>Lunch in Dining Room with Coaching Sessions as needed</b>	
12:30–1:00 pm	<b>Assessment for Leadership Development: Understanding Your DiSC Feedback (cont.)</b>	<b>Dr. Felicia Tucker-Lively</b>
1:00–2:30 pm	<b>Building and Leading High Performance Teams</b> <ul style="list-style-type: none"> <li>• Identify the characteristics and practices of high performance teams using theory and practical application.</li> <li>• Explore how building high performance teams can enhance your leadership role and your organization’s productivity.</li> </ul>	<b>Dr. Mary Coussons-Read</b> <b>Professor of Psychology and</b> <b>Special Assistant to the</b> <b>Chancellor</b> <b>The University of Colorado -</b> <b>Colorado Springs</b>
2:30–2:45 pm	<b>Break</b>	
2:45 – 3:30 pm	<b>Leading a Complex Academic Unit: Lessons Learned</b> <ul style="list-style-type: none"> <li>• Identify key leadership points for becoming an academic leader.</li> <li>• Discuss ways to stay engaged and avoid “us vs. them”.</li> </ul>	<b>Dr. Brian Crabtree</b> <b>Professor &amp; Chair,</b> <b>Department of Pharmacy</b> <b>Wayne State University</b> <b>2012 CAAMP Alumnus</b>
3:30–3:45 pm	<b>Break / Transition to Leadership Discussions</b>	
3:45–4:20 pm Discussion 1  4:25–5:00 pm Discussion 2	<b>Leadership Fish Bowl Discussion: <i>It’s Your Turn: Best Practices</i></b> <b>(Conf. Room A)</b>	<b>Dr. Brian Crabtree &amp;</b> <b>CAAMP Alumni</b>

<p><b>3:45–4:20 pm</b> Discussion 1</p> <p><b>4:25–5:00 pm</b> Discussion 2</p>	<p><b>Leadership Round Table Discussion: <i>Motivation, Engagement, and Mobilization</i></b> (Conf. Room 3) alternating in 35 minute intervals</p> <ul style="list-style-type: none"> <li>• Discuss strategies to build motivation and achieve optimal engagement for increased mobilization.</li> </ul>	<p><b>Dr. Mary Coussons-Read</b></p>
<p><b>3:45–4:20 pm</b> Discussion 1</p> <p><b>4:25–5:00 pm</b> Discussion 2</p>	<p><b>Leadership Round Table Discussion: <i>Recruiting, Alignment, and Retention</i></b> (Conf. Room 5) alternating in 35 minute intervals</p> <ul style="list-style-type: none"> <li>• Determine critical behaviors and interview questions for a specific job.</li> </ul>	<p><b>Dr. Janice Townsend</b> Associate Professor and Chair, Department of Pediatric Dentistry Louisiana State University Health New Orleans School of Dentistry</p>
<p><b>5:00–8:00 pm</b></p>	<p>- <b>One-on-One Coaching Sessions - Conf. Room A, Conf. Room 3, Conf. Room 5, and Board Room</b> - <b>Happy Hour in Club Room and Dinner on Your Own</b></p>	
<p><b>Friday, August 5, 2016 - Conference Room A</b></p>		
<p><b>7:00–8:00 am</b></p>	<p><b>Breakfast (Outside Conf. Room A) and One-on-One Coaching Sessions - Conf. Room A, Conf. Room 3, and Conf. Room 5, as needed</b></p>	
<p><b>8:00–9:15 am</b></p>	<p><b>The Role of Leadership and Collaboration in Interprofessional Engagement</b></p> <ul style="list-style-type: none"> <li>• Identify the principles of collaboration that are central to effective interprofessional engagement.</li> <li>• List the steps for managing change.</li> <li>• Discuss challenges associated with interprofessional engagement in a change process.</li> </ul>	<p><b>Dr. Geraldine Polly Bednash</b> Former Executive Director and CEO, American Association of Colleges of Nursing (AACN)</p>
<p><b>9:15-9:30 am</b></p>	<p><b>Break</b></p>	
<p><b>9:30–11:30 am</b></p>	<p><b>Strategic Planning: Not Just for Deans Anymore</b></p> <ul style="list-style-type: none"> <li>• Define Strategic Planning.</li> <li>• List the steps necessary for a successful Strategic Planning process.</li> <li>• Discuss and utilize tools that can be used to aid in the creation and execution of a successful strategic plan.</li> </ul>	<p><b>Dr. Mary Coussons-Read</b></p>

11:30 am–12:30 pm	<b>Lunch in Dining Room with Coaching Sessions as needed</b>	
12:30–1:45 pm	<b>Strategic Budgeting &amp; Resource Allocation: Earning and Spending with a Purpose</b> <ul style="list-style-type: none"> <li>List and explain the key elements of the budgeting process for deans, chairs and program directors.</li> <li>Utilize the “iron triangle” (mission and programs, organizational capacity, and capital structure) to proactively grow your programs.</li> <li>Develop strategies to deal with common budget crushers.</li> </ul>	<b>Dr. Catherine Garner</b> <b>Professor of Nursing at the Medical University of South Carolina and President, Innovative Health Strategies</b>
1:45–2:45 pm	<b>Legal Issues in the Academic Environment (Part 1)</b> <ul style="list-style-type: none"> <li>Discuss legal guidelines important to faculty recruitment, hiring, and termination.</li> <li>List guidelines for ensuring student protections.</li> <li>Discuss current trends in addressing lapses in academic integrity including policies and procedures important to student dismissal for academic or disciplinary reasons.</li> </ul>	<b>Prof. Pamela Zarkowski</b> <b>AAL Senior Consultant, and Provost and Vice President for Academic Affairs at the University of Detroit Mercy</b>
2:45–3:00 pm	<b>Break</b>	
3:00-3:45 pm	<b>Legal Issues in the Academic Environment (Part 1) (cont.)</b>	<b>Prof. Pamela Zarkowski</b>
3:45–5:00 pm	<b>Senior Administration Panel Discussion</b> <ul style="list-style-type: none"> <li>Develop specific tactics for working with different types of administrators.</li> <li>Discuss how to deal with challenging leaders.</li> <li>Identify common obstacles to effectively “managing up”.</li> </ul>	<b>Q&amp;A Panel with Dr. Rory Hume, Dr. Catherine Garner, and Prof. Pamela Zarkowski facilitated by Dr. Karl Haden</b>
5:00–7:30 pm	- One-on-One Coaching Sessions - Conf. Room A, Conf. Room 3, Conf. Room 5, and Board Room - Happy Hour in Club Room and Dinner on Your Own	
<b>Saturday, August 6, 2016 - Conference Room A</b>		
7:00–8:00 am	<b>Breakfast (Outside Conf. Room A) and One-on-One Coaching Sessions - Conf. Room A, Conf. Room 3, and Conf. Room 5, as needed</b>	

8:00–9:30 am	<b>Legal Issues in the Academic Environment (Part 2)</b> <ul style="list-style-type: none"> <li>• Identify “best practices” in higher education to minimize or prevent legal problems.</li> <li>• Discuss case-based scenarios.</li> </ul>	<b>Prof. Pamela Zarkowski</b>
9:30–9:45 am	<b>Break AND Check-out of Hotel Room</b>	
9:45–11:30 am	<b>Dealing Effectively with Conflict</b> <ul style="list-style-type: none"> <li>• Define the conflict management model.</li> <li>• List specific conflict resolution tactics.</li> <li>• Apply appropriate tactics to manage given conflict situations commonly faced by department chairs and academic administrators.</li> <li>• Identify strategies for dealing with difficult/toxic/unproductive peers and administrators.</li> </ul>	<b>Dr. Tobias Rodriguez</b> <b>AAL Vice President</b>
11:30 am–12:30 pm	<b>Lunch in Dining Room with Coaching Sessions as needed</b>	
12:30–1:30 pm	<b>Communication and Interpersonal Relations</b> <ul style="list-style-type: none"> <li>• Identify best practices in verbal and written communications</li> <li>• Discuss applying emotions appropriately based on the situations.</li> </ul>	<b>Dr. Felicia Tucker-Lively</b> <b>AAL Director of Professional Development</b>
1:30–1:45 pm	<b>Break</b>	
1:45–3:30 pm	<b>Time Management and Life Balance</b> <ul style="list-style-type: none"> <li>• Define the problem of life balance.</li> <li>• Describe the relationship of happiness to balance.</li> <li>• Describe the role that habits play in well-being.</li> <li>• Identify two to three action steps to improve life balance.</li> </ul>	<b>Dr. N. Karl Haden</b>
3:30–4:00 pm	<b>Closing Remarks and CAAMP Evaluation</b>	