



2017 Chairs and Academic Administrators Management Program (CAAMP)

Emory Conference Center Hotel, Atlanta

Day/Time	Topic/Activity	Faculty
Wednesday, August 9, 2017		
Noon–6:00 p.m.	CAAMP participants arrive and check-in at hotel	
6:00–9:00 p.m.	CAAMP Reception & Cosmic Bowling: Introductions and Program Overview (Wisteria Lanes)	AAL Staff & Faculty
Thursday, August 10, 2017 – Silverbell Pavilion		
7:00–8:00 a.m.	Breakfast Buffet (Dining Room, Garden Level)	
8:00–9:30 a.m.	9 Virtues of Exceptional Leaders <ul style="list-style-type: none"> • Describe a character-based model of leadership. • Assess behaviors related to lifelong learning as a leader. • Develop action steps to grow in a specific leadership virtue. 	Dr. N. Karl Haden AAL Founder and President
9:30–9:45 am	Break	

Thursday, August 10, 2017 – Silverbell Pavilion

<p>9:45–11:30 a.m.</p>	<p>Assessment for Leadership Development: Understanding Your DiSC Feedback</p> <ul style="list-style-type: none"> • Apply the DiSC for better self-understanding. • Discuss a model of competencies for effective leadership. • Analyze feedback from others about one’s leadership competencies. • Develop a plan of action to improve one’s competencies as a leader and manager using assessment feedback. 	<p align="center">Dr. Felicia Tucker-Lively AAL Director of Professional Development</p>
<p>11:30 a.m.–12:30 p.m. Lunch in Dining Room with Coaching Sessions as Needed</p>		
<p>12:30–1:00 p.m.</p>	<p>Assessment for Leadership Development: Understanding Your DiSC Feedback (cont’d)</p>	
<p>1:00–2:00 p.m.</p>	<p>Fiscal Management</p> <ul style="list-style-type: none"> • Recognize the importance of transparency as it relates to budget and shared governance. • Discuss how to balance competing financial demands and priorities. • Develop leveraging strategies and margins to deal with common budget crushers. 	<p align="center">Joe Morrow Associate Dean for Management The University of Texas Health Science Center at Houston School of Dentistry 2012 CAAMP Alumnus</p>
<p>2:00–2:15 p.m. Break</p>		
<p>2:15–4:00 p.m.</p>	<p>Crisis Leadership: Leading the Academic Department During Times of Uncertainty</p> <ul style="list-style-type: none"> • Discuss the role of the chair in responding to department-level crises. • Recognize how to predict threats to the department using several data sources. • Develop practical strategies for dealing with common department-level crises. • Determine appropriate responses to severe fiscal cutbacks and potential reorganization. 	<p align="center">Dr. Craig Hlavac Interim Associate Dean School of Arts and Sciences Southern Connecticut State University 2013 CAAMP Alumnus</p>

Thursday, August 10, 2017 – Silverbell Pavilion		
4:00–4:30 p.m.	Scenario Presentations & Peer Review 1 <ul style="list-style-type: none"> • Discuss scenarios to help clarify priorities when leading change and making timely decisions. • Develop strategies utilizing a peer learning experience to address issues in an academic context. 	AAL Staff
4:30–7:00 p.m.	One-on-One Coaching Sessions – Peachtree Creek Room, Trillium Boardroom, and Silverbell Pavilion	
Evening	Dinner on Your Own	
Friday, August 11, 2017 – Silverbell Pavilion		
7:15–8:15 a.m.	Breakfast Buffet (Dining Room, Garden Level) and One-on-One Coaching Sessions – Silverbell Pavilion, Peachtree Creek Room, and Trillium Boardroom, as Needed	
8:15–10:15 a.m.	Strategic Planning: Not Just for Deans Anymore <ul style="list-style-type: none"> • Define strategic planning. • List the steps necessary for a successful strategic planning process. • Discuss and utilize tools that can be used to aid in the creation and execution of a successful strategic plan. 	Dr. Tobias Rodriguez Vice President, AAL
10:15–10:30 a.m.	Break	
10:30–11:30 a.m.	Legal Issues in the Academic Environment <ul style="list-style-type: none"> • Discuss legal guidelines important to faculty recruitment, hiring, and termination. • List guidelines for ensuring student protections. • Discuss current trends in addressing lapses in academic integrity, including policies and procedures important to student dismissal for academic or disciplinary reasons. 	Prof. Pamela Zarkowski AAL Senior Consultant, and Provost and Vice President for Academic Affairs at the University of Detroit Mercy

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11:30 a.m.–12:30 p.m.	Lunch in Dining Room with Coaching Sessions as Needed	
12:30–2:45 p.m.	Legal Issues in the Academic Environment (cont'd) <ul style="list-style-type: none"> • Identify “best practices” in higher education to minimize or prevent legal problems. • Discuss case-based scenarios. 	Prof. Pamela Zarkowski
2:45–3:00 p.m.	Break	
3:00-4:15 p.m.	Senior Administration Panel Discussion <ul style="list-style-type: none"> • Develop specific tactics for working with different types of administrators. • Discuss how to deal with challenging leaders. • Identify common obstacles to effectively “managing up.” 	Q&A Panel with Dr. Hewitt W. (Ted) Matthews, Dr. Lisa A. Tedesco, and Prof. Pamela Zarkowski facilitated by Dr. N. Karl Haden
4:15–4:30 p.m.	Scenario Presentations & Peer Review 2 <ul style="list-style-type: none"> • Discuss scenarios to develop strategies for addressing issues in an academic context. 	AAL Staff
4:30–7:00 p.m.	One-on-One Coaching Sessions – Peachtree Creek Rm, Trillium Boardroom, and Silverbell Pavilion	
Evening	Dinner on Your Own	
Saturday, August 12, 2017 – Silverbell Pavilion		
7:00–8:00 a.m.	Breakfast Buffet (Dining Room, Garden Level) and One-on-One Coaching Sessions – Silverbell Pavilion, Peachtree Creek Room, and Trillium Boardroom, as Needed	
8:00–9:45 a.m.	Dealing Effectively with Conflict <ul style="list-style-type: none"> • Define 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. • Identify strategies for dealing with difficult/toxic/unproductive peers and administrators. 	Dr. Tobias Rodriguez

Saturday, August 12, 2017 – Silverbell Pavilion

9:45–10:15 a.m.	Break AND Check-Out of Hotel Room	
10:15–11:30 a.m.	Scenario Presentations & Peer Review 3 <ul style="list-style-type: none"> • Discuss scenarios to help clarify priorities when leading change and making timely decisions. • Develop strategies utilizing a peer learning experience to address issues in an academic context. 	AAL Staff
11:30 a.m.–12:30 p.m.	Lunch in Dining Room with Coaching Sessions as Needed	
12:30–2:15 p.m.	Time Management and Life Balance <ul style="list-style-type: none"> • Define the problem of life balance. • Describe the relationship of happiness to balance. • Describe the role that habits play in well-being. • Identify two to three action steps to improve life balance. 	Dr. N. Karl Haden
2:15–2:30 p.m.	Break	
2:30–3:30 p.m.	Communication and Interpersonal Relations <ul style="list-style-type: none"> • Identify best practices in verbal and written communications. • Discuss applying emotions appropriately based on the situations. 	Dr. Felicia Tucker-Lively
3:30–4:00 p.m.	Making Connections: Steps Forward <ul style="list-style-type: none"> • Discuss strategies for incorporating CAAMP insights into management and leadership styles. • Closing remarks and CAAMP evaluation. 	Dr. Felicia Tucker-Lively
4:00 p.m.	CAAMP Participants Depart	