LEADERSHIP & MANAGEMENT ACTIVITIES – CHAIRS MEETING | January 26, 2017

Building on the forums about structure and visualizing a new organizational structure, the Chairs were consulted to consider what management and leadership could look like in a new model.

QUESTIONS

- How might we expand or adapt the structure of Administrative Assistants and Managers to best support the new model?
- How do we ensure that no tasks and needs fall through the cracks?
- How do we build in adaptability and responsiveness into our administrative structures and systems?
- How can we allocate responsibilities so that peer-to-peer structure is present and effective where appropriate, but absent when possibly detrimental?
- How do we parse the Chairs’ roles between/across discipline-based communities/Clusters and Super Clusters?
- For Professional Programs who will manage/take responsibility for processes – meeting standards?
- How do we change compensation/workload structure to support Clusters?
- How do we deal with the political dynamics because of the size differential of the disciplines?
- What is the process for leadership team(s) transition?
- What is the timeline for change?
- Can it happen sooner?
- How do we capture (Chairs’) tacit knowledge?
- How do we maintain/create operational accountability; “tragedy of commons” (economist example)?

LEADERSHIP ACTIVITIES

- Team building
- TL’s/faculty/Staff/Students promoting engagement/belonging
- Advocacy programs
- Teaching
- Recruiting students
- Available to students (presence and relationship)
- Advising - professional and life
- Mentoring – Students and Faculty
- Hiring strategy and planning
- Mentorship
- Strategically driving change
- Facilitating the formation of effective collaborative teams
- Delegation
- Create a culture where everyone feels ownership of this (facility and space management)
- Think and collaborate strategically – re: budget
- Curriculum Vision – work with multidisciplinary
- Administrative Assistants and Managers and Staff
- Building an effective and respectful culture regarding administrative staff
- Advocacy
• Vision
• Investment – big picture strategy to invest
• Mediation
• Curricular Design
• Ideas based on merit activity
• Faculty experience and outcomes
• Faculty development
• Partnership engagement
• Advisory board creation
• Alumni relations
• Program marketing/ communications
• Matching courses to instructors
• Recruit and hire instructors or facilitate hiring with disciplines
• Mentoring teaching lecturers
• Inspire faculty/staff
• Ensuring interdisciplinary collaboration in curriculum and projects
• Identifying data needs

MANAGEMENT ACTIVITIES

• Written support for Sabbatical/Medical Leaves and Grants
• Coordinator’s responsibilities
• Reviewing applicants
• Course evaluation
• Facilitate Meetings – creating agendas
• P&T
• Building Renovations
• Problem Solving
• Attend meetings – represent departments
• Complaint fielding
• Regulatory compliance
• Accreditation
• Securing external partners
• Marketing
• Facilitates external advisory board
• Supervise Administrative Assistant
• Signature Authority
• Transfer Credits
• Student requests
• PIN #s
• Degree requirements
• Evaluation of faculty
• Observe faculty
• Discipline brand and identity
• Representative campus cluster
• Engages commitment
• Alignment projects (all types)
• Finding opportunities and partners (new position per cluster development)
• Set direction and vision
• Clear purpose
• Advocate and resource allocation
• Curriculum development
• Incentives creation
• Work plans mentoring
• Faculty hiring and staffing
• Create culture
• Develop accountability
• Retreat design
• Student experience and outcomes

• P&T
• Staff performance reviews
• Space allocations
• Accreditation reviews
• Program reviews/assessment
• Scheduling process
• Processing evaluations
• Evaluate lecturers and non-tenured faculty
• Supervise staff and evaluate them
• Obtain data and archiving
• Developing assessment tools and process
• Student recruitment; discipline-specific student recruitment
• Putting out fires
• Student requests
• Budgets
• Facility and space management
• Curriculum maintenance, coordination, timelines and processes
• Supplies
• Academic integrity
• Policy guidance
• Drama/conflict
• Marriage counseling, “I hear you”
• Add Minors signatures
• Point-of-contact: Prospective students;
- Budget
- Accountability (for investment)
- Schedule courses and faculty
- Crisis Management
- Academic Integrity
- Catalog and Web Updates
- Curricular changes paperwork
- Student requests
- Independent studies
- Transfer credits/internships
- Articulation agreements
- Open houses
- Orientations

- Funding approval – signatures
- Curriculum change
- Scheduling (course)
- Work plans
- Supervising Tls
- Observing
- Course evaluation review
- Department meeting retreat coordination
- Student recruitment
- Student retention