

AC Retreat – Chair Training

March 23, 2018

Attendees:

Debbie McCollam	Hope Corsair	Paula Russell	Grace Rusth
Dawn Lowe-Wincentsen	Tiernan Fogarty	Mark Neupert	Seth Anthony
Barbara Neal/Jesse Sundit	Sean StClair	Dan Peterson	Ken Usher
Troy Scevers/Todd Breedlove	Jack Walker	Jamie Kennel	Adam Wagner
Farooq Sultan	LeAnn Maupin	Claudia Torres Garibay	Gary Kuleck

Dr. Kuleck:

Welcome! Recognition given to how much chairs have to balance, and gave an overview of what would be covered throughout a day.

Leading the Academic Department...

Suzette: introduced Dr. Jon Lange (Prof. Emeritus, SOU & Dept. Chair, Comm Dept.)

Dr. Jon Lange:

DC (Dept. Chair) rolls have changed significantly with hard issues being people & personnel, leading & motivating.

Activity: broke into pairs of one speaker and one listener where listener was to show no emotions at all; speaker felt negative emotions; point of exercise to show how critical listening is.

“Leaving anxiety with its proper owners” is one of his favorite phrases, it is important not to take on other people’s problems while still listening and sharing empathy.

He suggests that every moment someone has with you counts, that how you appear and act counts, and that how you are perceived matters...this all helps establish leadership.

“Nothing as practical as a good theory”-Four organizational behavioral theories: Classical, Human Relations, Participative and Culture.

“Expectations” is the source of all conflicts! So, continually be clear and clarify.

Praise: as a DC he suggests to praise often and to pass praise from others along.

Exercise: broke into groups of 3 for 1 person at a time to describe their toughest Dc moment. By sharing experiences, it reassures others and shares useful advice.

Distributed article “The 10 Things I Wish I Had Known When I Became Department Chair” by Higher Ed.

Distributed resources with links to helpful websites for DC role.

Exploring & Pursuing Interdisciplinary Opportunities...

Don McDonnell, Medical Imaging Technology:

Collaboration leads to more collaboration and better student experiences.

Invited all to attend a simulation on April 13th from 1:30-4:00pm—nationwide program of families living in poverty accessing healthcare. Simulations have developed more global viewpoints, teamwork, interaction of students, faculty developing relationships and a higher level of respect for other departments.

When objectives are defined upfront you get better outcome.

Remember the Sweat vs Benefit ratio.

Future ideas:

Stress reduction, including allowing dogs onto campus.

Cultivate a culture of teamwork that may carry over to the workforce.

Small short interactions can be beneficial.

Promoting Effective Teaching...

Dr. Charles “CJ” Riley, Civil Engineering:

There is a plethora of opportunities to improve teaching!

CCT Annual events

Quarterly Grants

Annual Awards

Excellence in Teaching

Etc.

Lowman’s two dimensional model: Intellectual model and Personal Rapport

There are two approaches to effective teaching: 1. Focus on student learning 2. Focus on teacher performance

Activity: everyone took a look at the literature on student learning to identify w/a partner which items seem to be important, such as: a lot of active learning and engagement feedback; higher levels of cognitive learning; high expectations of learning objectives; trying to meet student preferences of learning styles; and meeting meaningful applications.

Managing Departmental Resources...

Stephanie Pope, Budget Office:

Discussed deciding on structure and which rolls her office and the BAO should do. They are both here to help you manage and plan your budgets by assisting in new program planning and providing FAST training and help.

The Budget Office will eventually build out departmental dashboards for easy financial reference including general funds. They also recently did a workshop about the University budget model.

They sent out Budget Templates for next year to the Dept. Deans that are due back April 6th. Hopefully the board will approve budgets at the May mtg.

Suzette asked for feedback on what DC would like additional training on? Gary added that Skills based training will be available in Sept., possibly the creation of models that would allow anytime access.

Barbara Neal, Sponsored Projects & Grants:

Her objective is to make it easy for Depts. To submit proposals for funding.

Federal side: Will guide you through this process to ensure compliance to regulations

State Funds: Regulations are a bit more relaxed

Foundation Funding: Looks to see how the University mission meets the individual Department mission.

SPGA needs a day advanced notification prior to the due date and will need the PI to provide:

- a complete PAF
- a draft proposal
- a budget & justification

SPGA will review and help to insure document accuracy, completeness and compliance.

As DC, reviewing the PAF is important to consider time and cost commitments.

Cathy Dyck, Business Affairs Office:

Collects on student tuition and fees; and deals with disbursements.

She has a large volume of travel and personal reimbursement that she needs DC help with approvals.

Policies & Procedures: Many have not been updated since part of OUS. Trying to streamline, but still have to adhere to regulations. She would be happy to work individually with people.

How to get budget authority set up:

- contact BAO to be set up in Banner
- you will receive a signer letter to be signed.
- once approved you will receive an email listing all the Indexes
- you can electronically approve invoices via web
- year-end is very important, docs sitting in ques are problematic, so please let BAO know if you will be gone.

Developing Funds and Friends:

Krista Darrah and Josh Wetzler, Oregon Tech Foundation:

April 2nd is the extended deadline for Rising Scholar Award and Faculty Achievement Awards

Sole mission is to support the mission of Oregon Tech.

Board of directors oversees

501-C3 entity that can accept donations, non-profit organization.

Funds can sometimes be spent which may be restricted by the university

Funds are protected by being swept by the state

UD is charged with providing financial support of Oregon Tech's mission by connecting individually and organizing with philanthropic opportunities at Oregon Tech

Went over how UD:

- supports OT

- what constitutes a charitable gift

- why every gift makes a difference-would like to foster giving

- how the process works

- ways donors can give

- gift types

- how UD can partner with your Dept.

- way to engage

- Dept funds-donor gifts for your Dept.'s use, how to use them, receiving fund balance reports

Essential Studies:

Seth Anthony:

Essential Studies Implementation

Discussed the 6 Hats approach

Discussed how to improve Gen Ed reform

Went around the room one-by-one wearing Yellow Hat

Went around the room one-by-one wearing Black Hat

Went around the room one-by-one wearing White Hat

Seth expanded on the Impact analysis report, have we captured the questions and concerns? He will reach out over Spring Term again.

Student Engagement:

Erika Veth, Strategic Enrollment Management

Video presentation on SEM:

Discussed admissions, retention, the Rock and financial Aide

She is always available to help if anyone needs to reach out to her.

Erin Foley, Student Affairs:

She did not have a presentation rather she opened it up the attendees to ask questions and give her input on their thoughts and needs. How can Student Affairs help you do your job more successfully?

Most everyone spoke up and pitched to her their thoughts, ideas, concerns of such things like student involvement, parental involvement, students feeling like they have a voice on campus, etc.

She took a lot of notes and reminded everyone that if they think of more to feel free to call her at any time.

Optimizing Faculty Time:

Karen Stone, Southern Oregon University, VP for academic Resource Manager:

Power Point presentation:

Course budget Planner (projection): Excel spreadsheet of each class with projected number of students and how many classes each faculty is teaching

Release Times: -Chair time

-Grad/Under Grad supervisory

-student advising

-administrative releases

-cancel low-enrolled classes with maybe offering that class every other year or combining Jr's and Sr's

Year Long Scheduling (fluid): Chart is an excellent tool for students understanding it is a fluid chart

Faculty Loading Report (took them 2yrs!): Excel spreadsheet listing Program name / faculty type / course or work load / term: fall, winter, etc. / activity (chair release, etc.) / figure release amount / student to faculty ratio

Their Budget Authority is the Director instead of the Dean

Faculty Accountability: to give activity insight

-faculty submit annually a professional activity self-report

- they do additional reporting for CBA-related provisions
- they have access to the Dept. expectations via the Provost page

Managing Faculty and Staff:

Suzette Yaezenko, Office of Human Resources

Suzette introduced David Groff, University General Counsel Office.

Briefly went through a few slides on Protected Leave, FMLA, Sexual Harassment, Retaliation Policy, Discrimination, Gifts and O.W.L.

Answered a few questions from the attendees regarding the above items.

Start-Stop-Continue Follow-up:

Jim Jones, Information Technology Services

Core themes from the “World café” style exercise that happened at AC meeting last fall are:

- Inter-Dept. integration
- Tools and Solutions
- Work Overload
- Tolerance for Risk
- Funding and Resources
- Support Dept.

This exercise created an action item, then assigned an owner, and empowered the owner to make a change.

Today’s exercise: to see how much progress we have made by having everyone put red, green and yellow dot stickers on the displayed lists of the action items from a last Fall’s AC “World Café” exercise to see where everyone believes each action to be standing according to how many and what color of dots are the majority on each item. Discussion regarding those items and why the dot color may have or not have changed.

Meeting adjourned.