



CONFERENCE

ESSENTIAL MANAGEMENT SKILLS FOR ACADEMIC DEANS

March 13 - 15, 2017

Orlando, FL





Get the practical advice and skills that every new or aspiring dean needs.

OVERVIEW

Learn how you can develop and strengthen the administrative skills needed to ensure your success as a dean. Featuring experienced speakers, case studies, and active dialogue with your peers, this intimate conference will explore the day to day work of academic deans. Whether you are new to the deanship, or are looking to improve upon your existing skills, this program will help set you up for success. You will work through aspects of being a dean that are often not developed at institutions of higher education, including:

- Identifying and resolving daily issues and conflicts
- Setting a vision and goals
- Building consensus among your team
- Communicating effectively with multiple stakeholders
- Garnering financial support for your college
- Exploring paths for academic program growth
- Differentiating your school and college

In addition to the conference sessions, you will have plenty of time to network with your fellow deans during conference breaks and our networking reception. We encourage you to take full advantage of this opportunity to build relationships with your peers from other institutions.

A UNIQUE LEARNING EXPERIENCE

Academic Impressions events are not your typical conferences. We work hard to find the best and the brightest experts to present the content and develop a single learning track to ensure that you don't miss out on any sessions. This practically-focused training will prepare new and aspiring deans with the administrative and leadership skills that are needed for success in the position.

[VISIT EVENT PAGE](#)

www.academicimpressions.com/conference/essential-management-skills-academic-deans



WHO SHOULD ATTEND

This workshop is specifically designed for experienced, new, and aspiring deans, and administrators who work with academic deans. You'll receive practical information for use in fulfilling your role as an academic leader. Throughout the conference, you'll hear and share techniques that have worked for other academic deans.

LEARNING OUTCOME

After participating in this conference, you will be able to develop the skills necessary to advance your leadership and administrative role as an academic dean.

CONTACT US FOR MORE INFORMATION

Contact Tunde Brimah, Director of Program Development at Tunde@academicimpressions.com or 720-988-1220 if you'd like additional information about the program.



AGENDA

DAY 1: MONDAY, MARCH 13, 2017

12:30 - 1:00 p.m.

Conference registration

1:00 - 1:30 p.m.

Welcome and introductions

1:30 - 3:15 p.m.

Setting the Stage for Effective Leadership

Disputes between departmental colleagues, student complaints, budget cuts, potential program closures, angry parents, rank and tenure challenges. How can you, as an academic dean, begin to address and effectively manage these types of issues? Do you have the necessary skills to lead your college or school, manage the issues that arise each day, and communicate your individual and college needs to senior leadership?

The first session of this workshop will focus on the internal and external challenges to the work you do. It will also provide a series of practical and accessible tools regarding:

- Effective identification of issues
- Productive framing of communications with stakeholders
- The management of unanticipated and longstanding conflicts
- Leveraging your leadership qualities to manage productively

3:15 - 3:30 p.m.

Break

3:30 - 5:00 p.m.

Vision and Goal-Setting

It is essential for you to be able to clearly articulate the strategic vision and goals of your academic unit and create the conditions necessary to achieve them. This session will address methods for developing and achieving the vision and goals set for your department, including:

- Creating conditions that are conducive to highly productive faculty
- Demonstrating forward-thinking vision and long-term planning
- Emphasizing the appropriate mix of teaching, research, and service excellence
- Advocating for resources needed by your unit
- Encouraging faculty, curriculum, and program development
- Providing leadership for unit and subunit initiatives

5:00 - 6:00 p.m.

Networking reception (included in conference registration fee)



AGENDA

DAY 2: TUESDAY, MARCH 14, 2017

8:30 - 9:00 a.m.

Continental breakfast (included in conference registration fee)

9:00 - 11:00 a.m.

Role of Dean as Consensus Builder

The most effective deans are able to build consensus, successfully advocate for their academic unit, and negotiate for resources even when they are scarce. During this session, you will learn practical skills for building a successful working relationship between your department and central university administration. Our expert instructors will focus on how you can successfully navigate your institution's complex political environment. Included will be examples on how you can collaborate with university leadership to facilitate the development of new opportunities for academic programs, research, and student learning.

11:00 - 11:15 a.m.

Break

11:15 a.m. - 12:30 p.m.

Management of Academic Unit

Day-to-day management of resources and personnel is an often overlooked and under-developed skill in newly appointed deans. During this session, you will learn critical management skills, including:

- Ensuring reasonable administrative procedures are followed
- Allocating resources and staff in a transparent and reasonable manner
- Delegating work and responsibility appropriately
- Accomplishing administrative tasks in a timely manner
- Solving problems and conflict within the department
- Demonstrating knowledge of departments and programs within your unit

12:30 - 1:45 p.m.

Lunch (included in conference registration fee)

1:45 - 3:15 p.m.

Advancing and Differentiating Educational Quality in Your Unit

Learn how you can advocate for and improve the education that your unit provides. This interactive session will share success stories for how colleges have:

- Advocated for appropriate academic offerings
- Innovatively updated their curricula
- Managed external accreditation reviews
- Recruited new academic personnel
- Ensured fair tenure and promotion processes

You will leave with fresh ideas for how you can begin improving the level of education that your academic unit is providing to students.

3:15 - 3:30 p.m.

Break



AGENDA

DAY 2: TUESDAY, MARCH 14, 2017 (CONTINUED)

3:30 - 5:00 p.m.

Growing Enrollment in Your Academic Unit

Deans often wish to increase both enrollment and the academic quality of their students. However, managing to accomplish both is extremely challenging. In the session, we'll discuss the following steps that you can take to grow enrollment while increasing academic profile of your academic unit, including:

- Setting realistic enrollment targets
- Identifying and securing sufficient resources to meet enrollment goals
- Developing an annual marketing and recruitment plan
- Establishing a three to five year strategic enrollment and revenue goal
- Devoting as much effort to student retention as you do to recruitment

DAY 3: WEDNESDAY, MARCH 15, 2017

8:00 - 8:30 a.m.

Continental breakfast (included in conference registration fee)

8:30 - 9:45 a.m.

Effective Communication and Conflict Management

In this session, you will explore and share various experiences and practices related to managing difficult and diverse faculty, including:

- How to motivate faculty?
- How to resolve conflicts?
- How to manage difficult faculty?
- How to establish new and different guidelines and policies?
- How to effectively lead changes?
- How to avoid stimulating negative emotions in implementing changes?
- How to repair hurt feelings and remove barriers?

The session will be very interactive, and you will have a chance to ask questions and also share your own experiences.

9:45 - 10:00 a.m.

Break

10:00 - 11:15 a.m.

Role of the Dean in Successful Development

The dean has a special role in gaining financial support, including designing the case for support, deepening the engagement of top potential givers, and participating in all phases of the cycle. During this interactive session, you will explore opportunities to maximize your efforts to raise funds that will benefit your school. You will learn about several strategic topics including:

- Establishing smart fundraising goals
- Balancing support for your school with support for the institution
- Partnering with your development officer and President to solicit transformative gifts
- Increasing alumni engagement and giving
- Using various board structures to build momentum and interest



AGENDA

DAY 3: WEDNESDAY, MARCH 15, 2017 (CONTINUED)

11:15 a.m. - 12:00 p.m.

Tying It All Together and Wrap Up

In this session, you will apply what you have learned throughout the event by creating a plan for action to address a significant challenge in your unit. You will receive feedback from your peers and from conference presenters.

Finally, you will be encouraged to consider ways in which you can develop a personal leadership plan to guide you moving forward, as well as to continue your own professional development when returning to campus.



INSTRUCTORS

Jeffrey L. Buller, Dean, Honors College, Florida Atlantic University

Jeffrey L. Buller is widely recognized as one of the most effective promoters of academic leadership development in higher education today. He previously served for more than thirty years in administrative positions at Loras College, Georgia Southern University, and Mary Baldwin College. On July 1, 2016, he transitioned, after ten successful years as a dean at Florida Atlantic University, to becoming FAU's first executive director of a newly created Center for Leadership and Professional Development.

Dr. Buller is a prolific author, best known for *The Essential Department Chair: A Comprehensive Desk Reference*, *Academic Leadership Day by Day: Small Steps That Lead to Great Success*, *The Essential College Professor: A Practical Guide to an Academic Career*, *The Essential Academic Dean or Provost: A Comprehensive Desk Reference*, *Best Practices in Faculty Evaluation: A Practical Guide for Academic Leaders*, *Positive Academic Leadership: How to Stop Putting Out Fires and Start Making a Difference*, *Building Academic Leadership Capacity: A Guide to Best Practices*, *A Toolkit for Department Chairs*, and *A Toolkit for College Professors*. From 2003-2005, he served as the principal English-language lecturer at the International Wagner Festival in Bayreuth, Germany. More recently, he has been active as a consultant to the Ministry of Education in Saudi Arabia, where he is assisting with the creation of a kingdom-wide Academic Leadership Center. Along with Robert E. Cipriano, Dr. Buller is a senior partner in ATLAS: Academic Training, Leadership, & Assessment Services, through which he has presented numerous training workshops on change leadership in higher education all over the world.

Walter H. Gmelch, Professor of Leadership Studies, and Former Dean of the School of Education, University of San Francisco

As educator, management consultant, university administrator, and former business executive, Walt has conducted research and written extensively on the topics of leadership, team development, conflict, and stress and time management. He has published over 200 articles, 24 books and monographs, and numerous scholarly papers in national and international journals. Gmelch is author of three books on leadership with Val Miskin (*Chairing an Academic Department*, 2004, *Leadership Skills for Department Chairs*, 2011, and *Productivity Teams: Beyond Quality Circles*) and two on management and stress (*Coping with Faculty Stress* and *Beyond Stress to Effective Management*). With Irene W.D. Hecht and Mary Lou Higgerson, he co-authored *The Department Chair as Academic Leader*, 1999.

Today, Walt is one of the leading researchers in the study of academic leaders in higher education, serving on the editorial board of several journals including *The Department Chair*, *International Journal of Leadership and Change*, *Academic Leadership*, and the *Center for Academic Leadership Newsletter*. He has directed two national studies of 1,600 university department chairs in the United States, one study of 1,580 Australian department heads, another investigation of 1,000 community college chairs, and an international study of 2,000 academic deans in Australia and America.

Gmelch has received numerous honors including a Kellogg National Fellowship, The University Council for Educational Administration Distinguished Professor Award, The Faculty Excellence Award for Research, and the Education Press Award of America. In addition, he served in the Danforth Leadership program, has been an advisor and faculty to the Salzburg Seminars on Higher Education and Global Citizenship, and has been an Australian Research Fellow.



INSTRUCTORS

Jeanne A.K. Hey, Ph.D., Dean, College of Arts and Sciences, University of New England

Previously, Jeanne served as the Director of International Studies and Professor of Political Science at Miami University, in Oxford, Ohio. A Phi Beta Kappa graduate of Bucknell University, she earned a PhD in political science from The Ohio State University. Her research and teaching expertise are in the areas of comparative foreign policy, small states, Latin American politics, European foreign policy and pedagogy in international studies. She has extensive international experience, having conducted research and taught university courses in Latin America, the Caribbean, Asia, and Europe. She has published four books and numerous articles on foreign policy, developing regions, and international studies pedagogy.

Jeanne is an alumna of the HERS Leadership Institute for women in academia, held at Wellesley College. She is also a past fellow in the Pew Faculty Fellowship in International Affairs at Harvard's Kennedy School of Government, where she was trained in applying the case method of college teaching in global affairs. She has developed and facilitated workshops and presentations on a variety of issues in management and leadership, including for the Council on Colleges of Arts and Sciences. She serves on the Board of Trustees at Thornton Academy, in Saco, ME.

Jim Weese, Professor and Former Dean, University of Western Ontario

Jim Weese is a Professor of Sport Management and a Former Dean of the Faculty of Health Sciences (2004-2015) at the University of Western Ontario. He was the Dean of the Faculty of Human Kinetics (1999-2004) at the University of Windsor prior to assuming his current leadership role. He has assumed a variety of senior leadership positions throughout his distinguished career. He is a graduate of The Ohio State University (Ph.D, 1991) and the Harvard University Best Leadership Practices Program (2010). He is recognized as a transformational academic leader and a leading authority in the academic areas of leadership and sport management. Dr. Weese is the co-editor of the book *Management of Recreational Sport in Higher Education* and he has authored research articles that appear in the top journals in his field, including the *Journal of Sport Management*, the *European Journal for Sport Management*, the *Journal of Cooperative Education*, the *International Journal of Physical Education*, and *Sport Marketing Quarterly*.



OTHERS	VS	ACADEMIC IMPRESSIONS
Typically large annual event		Intimate, workshop-style event with personalized attention
Many concurrent sessions; forcing choice		One focused learning track
Uneven sessions and less outcome-focused, driven by an open call for proposals		Needs-driven and meticulously planned with practical outcomes <ul style="list-style-type: none"> Action plans and next steps to use upon returning to campus Carefully-vetted expert instructors that are also practitioners in the field
Lecture-based		Learner-centric and designed for interaction and collaboration
Large networking events with vendors		Small-scale opportunity to truly connect with colleagues in the same position at other institutions
Some slide presentations posted online after the event		200+ page workbooks with references, worksheets, articles, templates, exercises, and planning documents

96%
of past attendees would recommend an AI conference to a colleague

250+
and growing of AI member institutions (AI Pro)

15,000+
higher ed professionals served

AI Conference Experiences

Academic Impressions provides valuable exploration of timely and pragmatic challenges to higher education institutions. The combination of impassioned subject matter experts as presenters and means of engaging conference attendees was potent.

- C. Tennent, Associate VP of Facilities Management, University of Saskatchewan

This conference was the complete package: relevant topics, philosophical and practical applications, fantastic speakers, fantastic location. One of the BEST conferences I've ever attended. It is what a conference should be! Full of collaboration, networking and solutions.

- M. Lowe, Associate Professor and General Reference Librarian University of Louisiana at Monroe



LOCATION

March 13 - 15, 2017 :: Orlando, FL

HOTEL:

Rosen Shingle Creek
9939 Universal Blvd
Orlando, FL 32819

To reserve your room, please call 866.996.9939. Please indicate that you are with the Academic Impressions group to receive the group rate.

ROOM RATE:

The rate is \$189 for single or double occupancy, plus applicable tax.

ROOM BLOCK DATES:

A room block has been reserved for the nights of March 12, 13, and 14, 2017.

RATE AVAILABLE UNTIL:

Make your reservations prior to February 20, 2017. There are a limited number of rooms available at the conference rate. Please make your reservations early. Rooms are subject to hotel availability.

ADDITIONAL INFORMATION:

Rosen Shingle Creek is just 10 minutes away from the Orlando International Airport (MCO). This ideal location is only minutes away from Orlando's world-famous attractions like Universal Orlando®, Wet 'n Wild, Sea World Orlando® and others.

LOCATION AND TRANSPORTATION:

Rosen Shingle Creek is conveniently located on Universal Boulevard just off of the Beachline Expressway (SR 528, Exit #2) and a half mile east of the Orange County Convention Center.

For group transportation, call (407) 839-1570.



PLEASE FAX ALL REGISTRATION PAGES TO: 303.221.2259

PRICING (CIRCLE ONE)

Your registration fee includes: Full access to all conference sessions and materials, access to the networking reception on Monday, breakfast and lunch on Tuesday, and breakfast on Wednesday, as well as refreshments and snacks throughout the conference.

Bring your team!

For every two people you register from your institution, receive a third registration at 50% off of the registration price.

CONFERENCE	WITH AI PRO MEMBERSHIP
Essential Management Skills for Academic Deans	Get \$100 OFF With Qualifying AI Pro Memberships
\$1,295	\$100 OFF

[Learn More](#)

EARLY BIRD PRICING

Postmarked on or before February 24, 2017. For registrations postmarked after February 24, 2017, an additional \$100 fee per registrant applies.

[REGISTER ONLINE](#) or on the next page.



PLEASE FAX ALL REGISTRATION PAGES TO: 303.221.2259

CONFERENCE REGISTRATION INFORMATION

Print Name | Job Title

Institution/Organization

What name do you prefer on your name badge? | Address

City | State/Province | Zip/Postal Code | Country

Telephone | Email

IF THIS CONFERENCE PARTICIPANT HAS ANY DIETARY OR ACCESSIBILITY NEEDS, PLEASE LIST THEM IN THE SPACE BELOW. WE WILL DO OUR BEST TO ACCOMMODATE THESE NEEDS.

[Empty space for dietary or accessibility needs]

How did you hear about this event? (email from AI, ACPA, colleague forwarded email, *The Chronicle*, etc.) _____

ADDITIONAL CONTACT INFORMATION

If you would like us to send a copy of your registration confirmation or receipt to someone else, please complete this section

Additional Contact Name | Contact Phone

Additional Contact Email | Additional Contact Title

EMERGENCY CONTACT INFORMATION

Emergency Contact Name | Emergency Contact Phone



PLEASE FAX ALL REGISTRATION PAGES TO: 303.221.2259

PAYMENT METHOD

We accept Visa, MasterCard, and American Express credit cards. To pay by check, include the check with this form or select the "invoice me" option. Fax form to 303.221.2259 or mail form along with payment to: Academic Impressions, 4601 DTC Blvd., Ste. 800, Denver, CO 80237

CREDIT CARD



Name on Card

Account Number

Billing Address

Billing City

Billing State

Billing Zip Code/Postal Code

Exp. Date

Security Code (last 3 digits on the back of Visa and MC or 4 digits on front of AmEx)

AMOUNT TO CHARGE: _____

CHECK/INVOICE

My check is included and covers _____ registration(s) Check # _____

Please invoice me, Purchase Order # _____ (PO # not required to receive invoice)

HIGHER ED IMPACT

Delivered free to your inbox, Higher Ed Impact provides you with a full tool kit to help you monitor and assess the trends and strategic challenges likely to have an impact on your institution's health and competitiveness. (Check the boxes for the editions you would like to sign up for)

DAILY PULSE - Scan current events, timely research, and notable practices at other institutions.

WEEKLY SCAN - Review the week's most significant events and the most timely research in higher education, with key takeaways suggested by higher education's leading experts.

DIAGNOSTIC - Get an enterprise-wide and in-depth look at a current, strategic challenge; identify steps to take and critical questions to address.

List the names of the registrants you'd like to sign up: _____

Learn more or sign up to receive Higher Ed Impact at: www.academicimpressions.com/news-sign-up

**Note if you do not provide any names in the above space, all attendees will be signed up for the options selected.*



CANCELLATION AND REFUND POLICIES



SATISFACTION PROMISE

We want you to be satisfied with your Academic Impressions learning experience. If the program you purchased fails to meet your expectations, please contact us within 30 days and let us know. We'll credit the full amount you paid toward another AI program that may better fit your needs.

CONFERENCES

For in-person conferences, substitute registrants are welcome and may be named free of charge at any time. If you cancel 8 weeks or more prior to the first date of the conference, you will receive a full refund, less a \$100.00 service charge per attendee.

If you cancel within 8 weeks of the first date of the conference, you are not entitled to a refund. However, as a courtesy, we will allow you to apply your payment, less the service charge, toward a future purchase within one year from the date you cancel. Your payment is transferable to another person from your institution if you wish.

Please note that if you do not attend and you do not contact us in advance to cancel as described above, you are responsible for the entire payment. In case this event is cancelled, Academic Impressions' liability is limited to a refund of the registration fee only.

ONLINE TRAININGS CONSISTING OF AT LEAST ONE LIVE TRAINING DATE

You will receive a full refund (less a \$75 service charge) if you cancel 8 weeks or more prior to the first live training date. If you cancel within 8 weeks of the first live training date, you are not entitled to a refund. But as a courtesy, we will apply your payment (less a \$75 service charge) towards a future purchase within one year from the date you cancel. Your payment is transferable to another person from your institution if you wish. You may name a substitute primary participant free of charge at any time prior to the first live training date. If available, you may switch the live training format to a self-paced format (such as a CD-ROM Recording or On-Demand Download) free of charge. (Shipping charges will apply to CD-ROM Recording orders outside the U.S. or Canada.)

ONLINE TRAININGS WHICH ARE PURELY SELF-PACED

All sales are final. No cancellations or refunds are provided.

RECORDINGS, ON-DEMAND DOWNLOADS, MONOGRAPHS AND OTHER PUBLICATIONS

All sales are final. No cancellations or refunds provided.