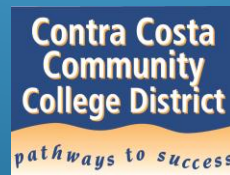




Contra Costa Community College District Leadership Institute (4CDLI)

Orientation Meeting
January 24, 2014



Agenda

Scheduled Time	Topic	Presenter(s)
7:30am-8:00am	Continental Breakfast (provided) /Sign-in	
8:00am-9:30am	Overview of Orientation Participant Introductions Overview of program schedule and activities <ul style="list-style-type: none"> • Toolkit • Program Schedule • Program Goals • Participant Learning Outcomes (PLO's) • Assigned Readings/Leadership Discussion • Mock Interviews • Assigning statements of appreciation • Expectations • Magic Wand Exercise • Group Project/Presentation 	Dr. Helen Benjamin, Chancellor
9:30am-9:45am	Break	
9:45am-12:15pm	DISC Assessment Overview/Results	Steve Hilferty
12:15pm-12:45pm	Working Lunch (provided)	
12:45pm-1:45pm	Magic Wand exercise	Dr. Helen Benjamin, Chancellor
1:45pm-2:45pm	Group Project discussion	Dr. Helen Benjamin, Chancellor
2:45pm-3:00pm	Break	
3:00pm-4:00pm	2012 4CDLI Panel Discussion	Aminta Mickles Leetha Robertson Patricia (Tish) Young Scott MacDougall
4:00pm-4:30pm	Wrap-up: Orientation evaluations, pre-work, etc.	Tim Leong, Andrea Gonzalez
4:30pm	Adjourn	

Overview of Orientation

- Why a leadership development program?
 - A program of this magnitude provides employees with the opportunity to enhance their understanding of the community college environment and higher education in general. In addition to learning more about the District, participants will gain the essential competencies necessary to be Academic Leaders, Administrators or Managers in a community college setting. The District's greatest strength has always been its employees, so it is important that the District's leadership respond to the survey results and provide this professional growth opportunity so talented staff can enhance their careers for the future.

Introductions

- Please state.....
 - Your name
 - Job Title
 - Location
 - Explain why you decided to enroll and participate in the 4CD Leadership Institute

Overview of Program Schedule and Activities

- Toolkit
- Program Schedule
- Program Goals
- Participant Learning Outcomes (PLOs)
- Assigned Readings/Leadership Discussions
- Mock Interviews
- Assigning statements of appreciation
- Expectations
- Magic Wand Exercise
- Group Project/Presentation

Toolkit

- Contents:
 - Agenda for 1/24/14 4CDLI orientation
 - Powerpoint presentation for 1/24/14 orientation
 - 2014 4CDLI Program Schedule
 - A Walk Through Leadership by Darroch “Rocky” Young (2013)
 - Sharing Memories Contra Costa Community College District, 1948-2008
 - Biographies and pictures of presenters and program managers
 - Biographies and pictures of 2014 4CDLI participants
 - Competencies for Community College Leaders
 - 2011-2015 CCCCCD Districtwide Strategic Plan

Program Schedule

- Please refer to the program schedule located in your toolbox for details regarding dates, times, locations and required assignments/readings for future 2014 4CDLI sessions.

4CDLI Program Goals

- Provide exposure to leadership concepts and experiences.
- Prepare participants for successful completion of the interview process.
- Develop a network of supportive colleagues with similar aspirations throughout the District.
- Facilitate a dialogue between and among District employees.
- Identify and recommend a solution to a problem that exists either at your campus or Districtwide.

Participant Learning Outcomes (PLOs)

Outcome 1	Assessment Method	Criteria	Assessment Results	Recommendations
Participants will demonstrate the ability to prepare a cover letter and resume in a professional manner and demonstrate effective applicant interview skills.	Assessment of resumes and cover letters prepared by applicants and mock interviews of each participant	Participants will score 80% on each activity.		

Outcome 2	Assessment Method	Criteria	Assessment Results	Recommendations
Participants will become members of a supportive network of Districtwide colleagues in order to dialog with other emerging leaders.	Assessment at the beginning and end of the program on the extent to which they have a network in the District	80% of participants will indicate they have developed a network of colleagues as a result of their participation in the program.		

Outcome 3	Assessment Method	Criteria	Assessment Results	Recommendations
Participants will exhibit leadership skills as they identify a District problem and provide strategies/actions for a solution.	Presentation on the identified problem and solution to the Chancellor's Cabinet	Each group will receive a score or 80% or higher on the presentation.		

Outcome 4	Assessment Method	Criteria	Assessment Results	Recommendations
Participants will be able to list, explain, analyze and apply the AACC competencies for leaders.	Assessment of the competencies will be administered at the beginning and at the end of the program	80% of the participants will indicate they have been able to list, explain, analyze and apply the AACC competencies		

Assigned Readings/Leadership Discussions

- Throughout the 4CDLI program all participants will be required to complete the assignments or readings.
- It is important that all participants complete the assignments or readings prior to the indicated session.
- *A Walk Through Leadership* will be read by the end of the program, and a presentation/discussion of the book will take place on May 9, 2014.
- Take advantage of the 2014 4CDLI program to meet and interact with educational leaders who are presenting in the program and ask questions!

Mock Interviews

- Interviews will be scheduled between the end of March and the end of April
- Interview teams will consist of three panel members
- Duration of mock interviews will be 15 minutes in length
- You will receive a 15 minute performance feedback session following your interview
- Each 4CDLI participant will receive a copy of a videotape illustrating their interview session

Assigning Statements of Appreciation

- All 2014 4CDLI presenters shall be recognized by the 4CDLI participants at the end of each session.
- Each 4CDLI group will be assigned 2-3 presenters to whom they will a) conduct a brief presentation of appreciation to the presenter and b) present a gift of appreciation on behalf of the 4CDLI class.
- District will supply each group a gift for the presenter.
- Be creative in the development of your “statement of appreciation!”

Expectations

- Participation:
 - Institute participants will meet on January 24, 2014 for an all-day orientation session, followed by four Fridays throughout the Spring semester. Please note start and ending times for each session varies.
- Attendance:
 - Participants must have a commitment to attend all sessions for the full day duration so the program can assist them in growing professionally and learn more about their leadership capabilities. If you are unable to attend due to an emergency then please email or call Chancellor Benjamin at 925-229-6820.

“Magic Wand Exercise”

- Scenario: If you could wave a magic wand over our District (or campus) and could change one thing (either an existing problem or improvement opportunity), what would your idea be?
- Be prepared to address the following question:
 - What did you identify and explain why.

Group Project/Presentation

- Six groups consisting of 3-4 participants each have been pre-assigned. Group assignments are described on the following slide.
- Group Project Guidelines:
 - Identify a Districtwide problem
 - Explain your reason(s) for choosing the problem
 - Include how this project contributes to the District strategic plan
 - Describe what analysis would you perform of that problem
 - Specify what role your group would you have in addressing the problem
 - Conclude with what results your group anticipates in addressing the problem
 - Be sure to incorporate and identify in closing one or more of the Competencies for Community College Leaders into your project
- Participants are to work collaboratively with their group members to discuss and document an approach to addressing the problem.
- The groups shall each conduct a 15 minute presentation regarding their project work to the Chancellor's Cabinet. Each group member will be required to conduct a portion of the group presentation.

Group Assignments

Group #1	Hotton, Michael (Classified) DVC Lawrence, Demetria (Classified) LMC Organ, Wayne (Faculty) CCC Ballif, Daniela (Classified) DO	Assigned presenters for statements of appreciation: <ul style="list-style-type: none">• Scott Lay (February 21, 2014)• Thelma Scott-Skillman (February 21, 2014)
Group #2	Dorado, Maria (Faculty) DVC Matute, Carla (Classified) CCC Rick Ramos (Faculty) CCC	<ul style="list-style-type: none">• Denise Noldon (February 21, 2014)• Bob Kratochvil (March 14, 2014)
Group #3	Gomes, Nicole (Classified) DVC Kuo, Andrew (Faculty) CCC Sano, David (Classified) LMC Haas, Karen (Classified) DVC	<ul style="list-style-type: none">• Gene Huff (March 14, 2014)• Gregory Stoup (March 14, 2014)
Group #4	Heiden, Scott (Classified) DVC Parsons, Sandra (Classified) DVC Jackson Sandoval, Maria (Faculty) CCC Reynolds, Kenneth (Classified) CCC	<ul style="list-style-type: none">• Karl Debro (March 14, 2014)• Richard Livingston (April 11, 2014)
Group #5	Franco, Dennis (Faculty) DVC Ma, Jennifer (Supervisor) CCC Rocha, Gilbert (Classified) DVC	<ul style="list-style-type: none">• Mojdeh Mehdizadeh (April 11, 2014)• Jonah Nicholas and Arzu Smith (April 11, 2014)
Group # 6	Boland, Sarah (Classified) DVC Archaga, Teresea (Management) CCC Segade, Gabriela (Faculty) CCC Henderson, Sylvester (Faculty) LMC	<ul style="list-style-type: none">• Peter Garcia (April 11, 2014)• Rocky Young (May 9, 2014)• Ray Pyle (May 9, 2014)