

ACCCA – ADMIN 201: Transformational Leadership Program

PROGRAM GUIDE

Program Planning Team:

- **Charlie Ng**, Vice President of Human Resources, MiraCosta CCD, Admin 201 Team Lead
- **Dr. Cindy Miles**, Chancellor Emerita, Grossmont-Cuyamaca CCD and Professor of Practice, Kansas State University
- **Susan Bray**, Executive Director, Association of California Community College Administrators [ACCCA]
- **Courtney Clark**, Manager, Meetings, Events and External Relations, Association of California Community College Administrators [ACCCA]

Pre Workshop Activities:

1. Complete LPI Assessment [Leadership Practices Inventory + 360 Assessment]
2. Complete all readings (prior to Sept 22nd)
 - a. Case Study + Questions
 - b. *Change Leadership in Higher Education*, Jeffrey Buller: Chapters 1-6: 10 Analytical Lenses, STEEPLED Analysis, Learning Culture, Strategic Compass
 - c. [Wheelhouse Research Brief: Leading as Myself](#).
3. Answer Case Study Questions individually prior to teamwork on each question

Participant Expectations *in and between Sessions*:

- **ROLE PLAY PRESIDENT**: In assigned teams, participants will take on executive leadership roles (*President, Vice President Instruction, Vice President Student Services, Vice President Administration*) and take turns leading the team as *President* to prepare group answers to case study questions during the final 4 sessions (Weeks 3-6), and will schedule separate meetings, as needed.
- **BRIEF WRITTEN REPORTS**: Submit group answers to facilitators:
 - Q1 and Q2 responses will be due on **Monday midnight of Week 4**
 - Q3 responses will be due **Monday midnight of Week 5**
 - Q4 responses will be due **Monday midnight of Week 6**

Program Meeting Dates and Times:

- September 1, 2020--One hour orientation session at Noon
- September 15-October 20, 2021; each Wednesday from 2 to 5 p.m.

Session Descriptions:

[Week 1 \(Sept 15\): Leadership Assessment--Leadership Practices Inventory \(LPI\)](#)

*Week 1 Facilitators, 2:00 to 4:30 p.m.: **Ron Siers & Greg Allen**, ([Ascendent Global, LLC](#))*

Our facilitators will provide an interpretation of participants' LPI results and discuss their application to your leadership development in the higher education arena. Through this content, it is expected that participants will discover and practice their leadership style throughout the program and teams should discuss/provide feedback on their perceptions of each other's leadership.

4:30 – 5:00 p.m.

- Review Program Guide
- Review Team Assignments (see Resource Page)
- Interactive discussion on the application of LPI to Case Study work & role-playing teams

Week 2 (Sept 22): DEI & Racial Equity Panel + Initial Team Meetings

Week 2 Facilitators 2:00 to 4:00 p.m.:

Members of the [CCCCO Diversity, Equity, and Inclusion Implementation Workgroup, 2020-2021](#), and Co-Chairs, CEOCCC's [Racial Equity & Inclusive Excellence Taskforce](#))

- **Dr. Ed Bush**, President, Cosumnes River College
- **Dr. Martha Garcia**, Superintendent/President, College of the Desert
- **Dr. Rowena Tomaneng**, President, San Jose City College

Following an introduction by **Dr. Cindy Miles**, our panelists will discuss exercising leadership and strategy in the context of DEI and racial equity work during a pandemic, providing real-world examples of their own experiences.

4:00 to 5:00 p.m.

- **Teamwork [45 minutes]** in break-out rooms to start working it out. Define roles. Discuss how they'll handle the course assignments. Discuss how to integrate information from (a) each person's LPI, (b) DEI/Racial Equity Panel, & (c) Buller Chapters. Clarify assignments for Week 3 (Q1 & 2): Sept 3, a working session.
- **Report Out [15 Minutes]** Teams will rejoin General Session to report out, Q&A

Week 3 (Sept 29): Case Study Teamwork on Q1 & Q2

This session will focus on bonding and getting to know each other in the context of the material; dive into the Case Study and develop your responses to Q1 and Q2. Schedule as follows:

- *2-2:30 p.m. Set up big picture (30 minutes)*
Review parameters, Buller concepts; go over expectations (Do's and Don'ts), determine leadership roles, timelines for reports, set up Q1
- *2:30-3:15 Breakout Teamwork on Q1 (45 minutes)*
- *3:15-4:00 Full group debrief; set up Q2 (15 minutes)*
- *4:00-4:45 Breakout Teamwork on Q2 (45 minutes)*
- *4:45-5:00 Full group debrief & discuss guidelines for reports (15 minutes)*

Week 4 (Oct 6): TEAM Reports Q1 & Q2; Teamwork on Case Study Q3

- *2-3:00 p.m. Q1 Reports--General Session*
We will hear Presidents' Reports on Q1 (60 minutes including transitions, feedback; 3 min per team, 3 min feedback per group) + BREAK
- *3-4:00 p.m. Q2 Reports--General Session*
We will hear Presidents' Reports on Q2 (60 minutes including transitions, feedback; 3 min per team, 3 min feedback per group) + BREAK
- *4-5:00 p.m. Group Review, Teamwork on Q3*
General Session debrief on progress to date; set up Q3 (longer reports expected) (10 minutes)
Breakout Teamwork on Q4 (40 minutes)
General Session debrief (10 minutes)

Week 5 (Oct 13): Team Reports Q3; Teamwork on Case Study Q4

- *2-4:00 p.m. Q3 Reports--General Session*
Presidents' Reports on Q3 (120 minutes including transitions, feedback; 7 min per team, 7 min feedback per group) + BREAK
- *4-5:00 p.m. Group Review, Teamwork on Q4*
General Session debrief of progress to date; set up Q4-**the FINALE!** (10 min)
Breakout Teamwork Q4 (40 minutes)
Full group debrief (10 minutes)

Week 6 (Oct 20): Team Reports Q4; Admin 201 Wrap Up

- *2-4:00 p.m. Q4 Reports--General Session*
Presidents' Reports Q4 (120 minutes including transitions, feedback; 7 min per team, 7 min feedback per group) + BREAK
- *4-5:00 p.m. Program Debriefing*
The group will share their lessons learned, complete surveys (60 minutes)