

## Virtual Department Chairs' Workshop

July 19-21, 2021

### Agenda

*Exact Scheduling is Subject to Change*

#### Monday, July 19

**10:00am-10:30am ET (tech check in)**

*Facilitators and AHA staff*

**Day 1: 10:30am-12:30pm ET**

**10:30-10:50am: Welcome and Introductions**

*Jim Grossman, Jackie Jones*

**10:50-11:20: Plenary: Being a Chair: Beyond the Job Description**

*Chris Boyer*

*Nerina Rustomji*

- Managing teaching, research, and administration
- Institutional thinking
- Negotiating new identity as an administrator/becoming a leader on campus
- Mentoring faculty
- Advocating for faculty with upper administration
- Role of chair on broad administrative ecology: level of authority and power in department and within institution

*10 min break*

**11:30-12:20: Breakout: Care and Management of Faculty**

***Breakout by topics, divided into sessions to explore 2 topics of your choosing***

***11:30-11:55 and 11:55-12:20***

Topics to discuss:

- Strategies to support contingent faculty, *Nerina Rustomji*
- Faculty Professional Development, *Laura McEnaney*
- Difficult faculty members, department dysfunction, *Jim Sweet*
- Managing tenure and promotion, *Carlos Blanton*
- New Chairs, *Jackie Jones*

**12:20-12:30: Farewell and overview of next day**

## Tuesday, July 20

### **1:30pm-2:00pm ET (tech check in)**

*Facilitators and AHA staff*

### **Day 2: 2:00-4:00pm ET**

#### **2:00-2:30: Breakout: Institutional Context and Building Departmental Culture**

##### ***Breakout by institution type***

*Laura McEnaney (liberal arts)*

*Liz Lehfeldt (regional public)*

*Chris Boyer (R1)*

- *Note:* Some institutions will not fit neatly into these categories. Participants should attend the breakout group that suits their needs for each institution break out.

Topics to discuss:

- Building alumni networks
- Advocate and/or ambassador for the department across campus
- Power dynamics
- Faculty/staff relations

#### **2:30-3:00: Plenary: Equity and Inclusion: Reckoning with Racist Pasts**

*"If not now, then when?: Race and reckoning on a university campus"*

*Maureen Elgersman Lee*

*10 min break*

#### **3:10-3:50: Breakout Session: Equity and Inclusion**

##### ***Breakout by institution type***

*Nerina Rustomji (liberal arts)*

*Chris Boyer (regional public)*

*Tyler Stovall (R1)*

- *Note:* Some institutions will not fit neatly into these categories. Participants should attend the breakout group that suits their needs for each institution break out.

Topics to discuss:

- What is the role of the chair in working toward equity and inclusion, including race and gender, in the following arenas?
  - Recruiting and training faculty
  - Students
  - Expanding pipeline

**3:50-4:00: Farewell and overview of next day**

**4:00-4:30: Optional social time for participants**

### Wednesday, July 21

**10:00am-10:30am ET (tech check in)**

*Facilitators and AHA staff*

**Day 3: 10:30am-12:30pm ET**

**10:30-10:50am: Social Hour: Break into old and new chairs**

**10:50-11:30: Breakout: Administrative Imperatives**

***Breakout by institution type***

*Nerina Rustomji (liberal arts)*

*Jennifer McNabb (regional public)*

*Carlos Blanton (R1)*

- *Note: Some institutions will not fit neatly into these categories. Participants should attend the breakout group that suits their needs for each institution break out.*

Topics to discuss:

- Assessment and reporting
- Accreditation/external review
- Institutional Research
- General Education requirements

*10 min break*

**11:40-12:20 pm: Breakout: Nitty Gritty of Institutional and Administrative Work**

***Breakout by institution type***

*Laura McEnaney (liberal arts)*

*Jennifer McNabb (regional public)*

*Carlos Blanton (R1)*

- *Note: Some institutions will not fit neatly into these categories. Participants should attend the breakout group that suits their needs for each institution break out.*

Topics to discuss:

- Budgets: how to
- Dual Enrollment/Concurrent Enrollment

- Working with administrators across campus
- Campus digital environment and imperatives: obligation, opportunity, or otherwise?
- Fundraising
- Running an effective meeting
- Supporting online/hybrid teaching
- Teaching amid “divisive concepts” legislation

**12:20-12:30: Farewell and overview of next day**

**12:30-1:00pm: Optional social time for participants**

## Thursday, July 22

**1:30pm-2:00pm ET (tech check in)**

*Facilitators and AHA staff*

**Day 4: 2:00-4:00pm ET**

**2:00-2:20 pm: AHA Programming—How Can We Help You?**

*James Grossman, Emily Swafford*

**2:20-3:00: Breakout Session: Enrollments**

***Breakout by institution type***

*Wendy Lucas (small departments)*

*Liz Lehfeldt (regional public)*

*Ben Vinson (R1)*

- *Note:* Some institutions will not fit neatly into these categories. Participants should attend the breakout group that suits their needs for each institution break out.

Topics to discuss:

- Communicating value of history degree and marketing the major
- Strategies to manage outside pressures: from administrators, curricular changes, etc
- How to target specific audiences
- Mobilizing digital resources
- General recruitment strategies
- Supporting online/hybrid teaching
- Teaching amid “divisive concepts” legislation

*10 min break*

**3:10-3:50: Closing Plenary: Professional Identity & Career Paths**

*Chris Boyer*

*Maureen Elgersman Lee*

*Laura McEnaney*

**3:50-4:00: Closing Remarks**