

INSTITUTE OVERVIEW

Welcome to the second session of Southeastern Community College's 2004 Institute for Today's Leaders. The first order of business is to give you regrets from Dr. Kathy Matock. Leadership development is one of her highest priorities, but she had a previous commitment today, which is receiving an award for her previous institution in Arkansas for Service Learning at the opening of the Clinton Library.

- I. Purpose of this session and overview of activities
 - A. Purpose of the Institute
 - B. Today's activities – first review the objectives of the program
 - C. Then, we will have team building and leadership exercise based on the Keirseley Temperament Sorter
 - D. Break – have refreshments and view a PowerPoint presentation of the first Institute which graduated in 2003.

- II. The application literature states that
“the Institute is designed for selected faculty and staff who are interested in improving their knowledge of the community college system and of the operations and functions of the community college while, enhancing leadership skills. Participants will gain practical knowledge in serving as leaders in a community college setting and in working with senior management.”

As Director of the Institute, my broad view is How can the Institute assist you participants in advancing to the next level? This next level may be a job promotion or bringing an increased set of skills and knowledge to your current position so that you may be a more effective employee and leader in your area.

- A. Participants reasons for applying – read
- B. Gaining practical knowledge – through internships that will be conducted next spring
- C. Please look in your portfolio and pull out the handout entitled, “Tentative Dates.” This schedule is like a syllabus except the dates are not yet finalized.

1. Attendance – important that you come, so make every effort to schedule your other responsibilities around the Institute dates. The Institute is spread out over a year, to give you time to maximize your experiences. The timing was also changed because of the feedback on the evaluations from the participants of last year's Institute.
2. Review topics (read)
3. Poll desired day of the week
4. Time 1:30 to 4 or 4:30 pm, depending on the topic
5. Questions?

III. Internship Guidelines

- A. Inform now, so that you can be thinking about your goal and of a possible person with whom you would like to intern.
- B. Reiterate purpose - minimum of 10 hours
- C. Timelines – begin April 18, 2004. End by June 30, 2005. Timeframe, may actually begin later, but cannot start before, because we will ask you to complete a form stating the goals you want to achieve from your internship, a priority listing of who you would like to intern with and any constraints – like particularly busy times during that period when you cannot participate in the internship.
- D. Match the goals and desired mentors with all 17 participants.
- E. Then, begin the internship.
- F. Written report will also be required at the conclusion of the internship.

IV. Evaluations

An evaluation form will be provided for every seminar, the internship, and for the entire Institute as a whole. Simply complete the form and leave it at your place.

We do pay attention to the forms. For instance, we changed the location of our Kick off luncheon because previous Institute's participants said that it was too cramped.

Last time, we included the team building at the Kick-off, and the participants stated that they felt that team building merited an entire session. So, we added a Social at Dr. Briley's home where we did team building exercises with the Keirsey Temperament Sorter. This year we added this Orientation/Team Building to the Institute's agenda.

I already mentioned the timing of the Institute – last year, we started in January and ended in July. The participants stated that they desired the activities be spread out over the entire year, rather than concentrated in a 5-month period of time

So, these evaluations will be carefully read, and we will make adjustments accordingly.