In this year’s New Chair School, participants will have the chance to ask and discuss various questions stemming from their new roles as program administrators in planning programs across the U.S. The sessions will be structured to provide some specific content, but then to allow substantial opportunities for participants to think about and discuss challenges, options, and opportunities in their new roles.

Learning objectives:

- Identify and gain knowledge to be an effective chair (content knowledge of field; context knowledge of your institution and higher education in general, personal knowledge; structural knowledge, etc.);
- Identify and gain skills necessary to be an effective chair (personnel and budget management, external relations, running meetings, student learning assessment, etc.);
- Identify and clarify values and personal qualities needed to be an effective chair (integrity, confidentiality, honesty, etc.)

Think in advance of your program’s challenges and opportunities, your personal challenges and opportunities, and prepare to enjoy thinking about, not just being, the chair.

7:45   Introductions (name, school, tenure as chair, how selected)
8:00   Roles of the chair, you and your institutional setting
8:45   What are your program’s challenges?
9:15   Triaging and responding to challenges
10:00  Break
10:15  Tips for getting your program moving
11:00  Core values and attributes of a successful chair
11:35  Closing Comments