



## PROGRAM SCHEDULE | FACILITATOR: LISA BEATTY

8:30 – 9:30

### SESSION 1 — REPORTING & ACCOUNTABILITY — TO THE PRESIDENT, BOARD, FACULTY, STAFF & PUBLIC

**Presenter — Jim Lanpher, Provost — Columbia International University (SC)**

**Overview:** A key point for CAO accountability is the reporting expectations – reporting to the board for mission accomplishment, to internal stakeholders for progress and to the public for outcomes. So, what specifically should be reported and to whom and when? The smart CAO deciphers these highly nuanced points of reporting and accountability, keeping all important parties fully informed in an appropriate manner. Discover . . .

- ▶ Essential numbers to report to the board and executive team — benchmarks
- ▶ Important numbers to report to the faculty, staff, and students
- ▶ Valuable information shared with parents and the public
- ▶ Practical systems for data collection and presentation

9:30 – 10:00

Q&A Discussion

10:00 – 10:30

Refreshment Break

10:30 – 11:30

### SESSION 2 — CRAFTING AN EXEMPLARY COURSE SYLLABI FOR F2F AND ONLINE COURSES

**Presenter — Aaron Profitt, VP for Academic Affairs — God's Bible School (OH)**

**Overview:** The key details of an institution's educational promise at the course level is expressed in a well-crafted course syllabus. Learning objectives, work expectations, key resources and more are enumerated, giving the student a clear picture of what's ahead. Consider the essentials that make an exemplary course syllabus shine, including . . .

- ▶ Understanding the purpose and objectives of a course syllabus
- ▶ Walking through the details of syllabi essentials
- ▶ Developing a standard of excellence for all course syllabi — for F2F and online courses
- ▶ Keeping syllabi current and refreshed — setting expectations

11:30 – 12:00

Q&A Discussion

12:00 – 1:30

Lunch — Regency Foyer

1:30 – 2:30

### SESSION 3 — EFFECTIVE FACULTY ORGANIZATION & GOVERNANCE

**Presenter — Greg Linton, Provost — Johnson University (TN)**

**Overview:** Regardless of an institution's size, the CAO is the architect of the institution's faculty and the overseer of faculty governance. Walk with a distinguished provost through the important lessons he's learned and the essential principles and policies that define effective faculty organization and governance. Consider . . .

- ▶ Knowing the requirements of accreditation for organization & governance — essential requirements
- ▶ Understanding the purpose and options for faculty organization — common practices
- ▶ Crafting appropriate policies to guide organizational structure, performance & accountability — execution

2:30 – 3:00

Q&A Discussion

3:00 – 3:30

Refreshment Break — Regency Foyer

3:30 – 4:30

### SESSION 4 — THE MODEL FACULTY HANDBOOK — CRAFTING CLEAR & ESSENTIAL ACADEMIC POLICIES

**Presenters — Lisa Beatty, Vice President & Dean for Academic Affairs — Emmaus Bible College (IA)**

**Overview:** A well-led faculty includes a comprehensive Faculty Handbook where all important issues are addressed by appropriate policies. What should be included? How are these best developed, organized, reviewed and implemented? Consider the making of an exemplary Faculty Handbook and academic policies, including . . .

- ▶ Knowing what a model Faculty Handbook should address
- ▶ Reviewing the range of basic academic policies to include
- ▶ Considering prudent plans for policy development, review and implementation

4:30 – 5:00

Q&A Discussion

6:00 – 7:30

Connections Dinner – Ballroom C/D