

You Must Have The Right Tools to be Successful

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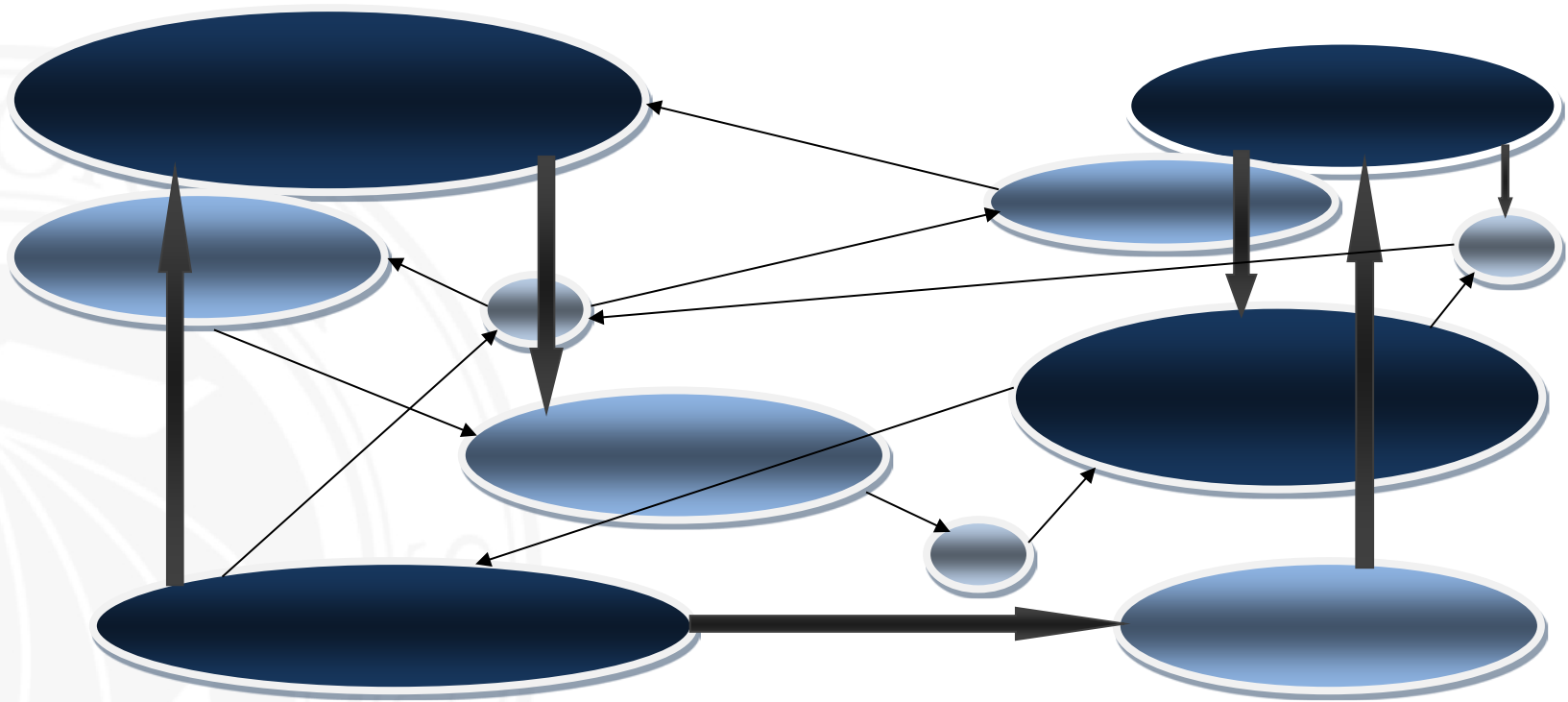
Today

- A day for self.
- A day for relationship building.
- A day to slow down - realizing the journey is the destination.
- A day for searching.
- A day for learning.

Learning is not training. We are natural learners. Our commitment to learning is fueled by the intensity of our interest and curiosity. Without this fuel, learning becomes training...and training is simply for the short term!



The “Aha!” Journey



Everything starts with the individual.



What Do YOU Do?



Chief Instructional Officer

- Provides leadership and direction for all credit and noncredit programs.
 - ✓ Degree, transfer, Career/Technical Education, Community Services, Contract Education, and Distance Education.
- Provides leadership for Curriculum Development, Program Revision, Student Learning Outcome Assessments, Instructional Accountability with Accreditation Standards.
- Provides a bridge with instruction, other college areas and the Chancellor's Office.
- The CIO job is an "Art" and a "Science."



Build a Core of Personal Leadership Strategies

Active Listener	Acknowledge what is being said and not said.
Awareness	Do not miss anything and do not leave anyone out.
Caring	Help to make “whole” those we come in contact.
Credible	If people don’t believe the messenger then they won’t believe the message.
Empathic	Recognizes others and their experiences for their unique spirit.
Ethical	Assure that those you work with and for are not harmed.
Foresight	Understand the lessons of the past, realities of today and consequences of future decisions.
Inspiring	Reinforcer of hope.
Persuader	Convince others rather than coerce.
**Integrity	Being able to live one’s own values and visions and also deal with others in a straightforward manner.
** Reflection	Must find creative time to reflect, to understand who we are and how that relates to the division, college and larger community. It may also help one rejuvenate and find an inner confidence.



What a CIO Should Know: Tools of the Game!

- Know and understand the role and responsibility of the Academic Affairs/Instruction Office, including Ed Code and Accreditation.
- Know enrollment management, scheduling, and attendance practices.
- Know, appreciate and build relationships with the Academic Senate.
- Know and understand the work and ways to collaborate with the Chief Student Services Officer, Chief Business Officer and the College President.



What a CIO Should Know: Tools of the Game! (cont.)

- Know the role of the Department Chairs.
- Know the processes of recruitment, selection, evaluation of faculty, staff, and administrators.
- Know and be acquainted with the Chancellor's Office Academic Affairs Division.
- Know your role in encouraging new educational opportunities and provide innovation in existing programs.



Advice From Those Who Have Come Before

- Build a good team.
- Talk in plain English.
- Develop a good working relationship with those who have the answers.
- Like and respect the faculty.
- Be campus involved.
- Stay current, be sensitive to the needs of others, and reach out to other CIOs.
- Avoid introducing more than one idea at the same time.



Advice Just For You

- Set your ego aside cause it's not about you.
- Exercise patience.
- Try not to make everyone mad at you at the same time.
- Write handwritten notes.
- Seek first to Understand, then to be Understood.
- Mistakes are an opportunity. Learn from them. Admit them. Don't let them demolish you -- and if they do, make it temporary.
- Get regular exercise.
- Find balance.
- Tough job but immensely rewarding.
- Have fun.





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California Community Colleges Chancellor's Office

- ADT's
- Basic Skills
- Program and Course Approvals
- Scorecard
- Accreditation
- Online Education Initiative (OEI)
- Prison Education (SB 1391 – Hancock)
- AB 86 Adult Education
- Doing What Matters
- Bachelor's Degrees (SB 850 – Block)
- SSSP and Student Equity
- Early Childhood Education (ECE)
- New Mandates



Haunted by the Echo's of My Life?

- Did I take the right turn, stay too long, move too fast?
- Not listen keenly enough.
- Did I stay current, was I decisive, productive, did I keep growing?
- In life and work, you are either going forward or going backward, so there is really not staying where you are.

Take today and ask yourself “What do I do?” Then realize you are here, there is passion...dedication to an ideal...develop that inner fire...make a difference.





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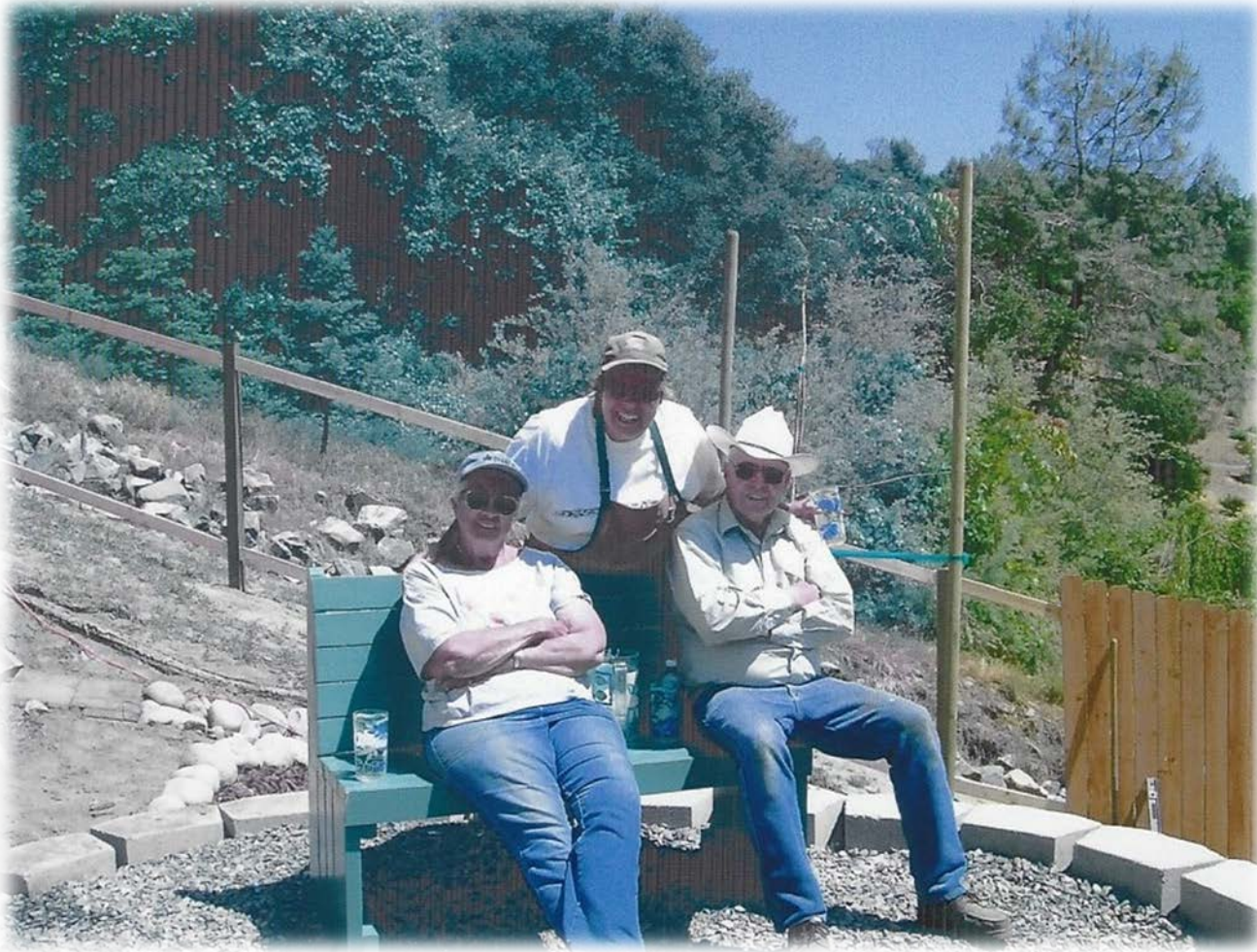
CIOs and Grit

- Angelia Duckworth, Educational Psychologist and researcher on GRIT at the University of Pennsylvania and one of those wonderful innovators on Ted Talks.

Grit: Determination, tenacity, courage, fortitude, hope, persistency, optimism, resilience and character.

CIOs: Must be willing to take risks, to engage faculty on the process of teaching and learning, able to hold it together when your last nerve is frayed, and be the key to student success.





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Questions

