

Eastern Illinois University
Department of Counseling and Student Development

Course:

CSD 5710 LEADERSHIP & ADMINISTRATION IN HIGHER EDUCATION

Fall Semester 2008
Monday, 4:00 - 6:30 p.m.
2440 Buzzard

Instructor :
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Catalog Description

5710 CSD. Leadership and Administration in Higher Education. A study of student personnel functions and leadership strategies. Attention to the history, ethical and legal issues, staff development programs, management and evaluation.

Course Instructional Goals

1. To introduce students to major leadership theories and their applications in higher education administration.
2. To have students develop personal professional skills and management styles.
3. To acquaint students with strategies useful in managing human and fiscal resources in higher education administration.

Course Reading

Winston, R. B. Jr., Creamer, D. G., Miller, T. K., & Associates (2001). The Professional Student Affairs Administrator.

Course Performance Evaluation

ATTENDANCE/PARTICIPATION (**worth up to 75 points**) is essential in a graduate seminar setting relying on reading and interaction. You will be given 5 points for each class meeting you are in attendance **AND PARTICIPATE**.

BOOK REVIEW AND REPORT (**worth 100 points**). You will be expected to read and report on TWO (2) books on Leadership. You will develop a POWER POINT summary of a book on leadership to be shared with other class members. A 15 minute presentation on the book will be delivered to the entire class on October 6 or 13 for the first book and Nov 10 for the second book.

CLASS PROJECT (**worth 100 points**). The major project for the semester will be the development of an administrative project. You will assume the role of president or vice president and prepare a thorough report on how you would deal with a specific situation. You will pair up with one other member of the class. Possible topics include: 1) Develop a \$25 million fund-raising campaign, 2) How you would deal with a 12 percent budget reduction, 3) Build a building, and 4) Other examples will be given in class. This will be a written report and a oral presentation to be given either on December 8 or December 15.

8 ARTICLES FROM THE *CHRONICLE OF HIGHER EDUCATION*. (worth 50 points). Read and report on 8 articles from the *Chronicle of Higher Education*, one article from 8 different issues of the *Chronicle of Higher Education*. This will be a one-page summary of the article, an asterisk (*) on the class date indicates date each one is due.

ADDITIONAL ACTIVITIES (worth 50 points) You must complete all three to obtain the 50 points!!!

1. Attend a EIU Board of Trustees (BOT) meeting. The two BOT meetings that are scheduled for the fall semester are Friday, September 12 at 1:00 p.m. and Friday, November 21 at 1:00 p.m. (time tentative, subject to change).
2. Each week you will submit to me a statement on what you accomplished on your thesis. You MUST spend 5 hours per week working on your thesis.
3. Meet with me between October 24 and November 4 for mid term evaluation.

Grading

<u>ACTIVITY</u>	<u>POSSIBLE POINTS</u>
Attendance/Participation	75
Book Review	100
Class Project	100
<i>Chronicle of Higher Education</i>	50
Extra Activities	50

A= 345-375

B= 300-344

C= 248-343

D= less than 247

Professionalism

Students should treat this class setting as their first professional employment. Therefore, there are several conduct items that one is expected to do at their first job that we will expect you to do in this class—punctuality, dress, respect for fellow students, eating and drinking during class, etc.

Special Neds

Students with special needs are requested to inform the instructor so appropriate accommodations can be made.

Learning Model

The student is responsible for their learning. A collaborative approach will be taken toward instruction in this course. Lecturing will be kept to a minimum, with group projects and in-class activities stressed. Ref: O'Brien, Charles R. (1889). Student affairs and academic affairs: Partners in Higher Education. NASPA JOURNAL, 26, 284-287.

Class Session Outline (TENTATIVE)

1. August 25, 2008
Topic: Introduction to the class, review of class syllabus and activities, review of class requirements
2. September 1, 2008 No class - Labor Day
3. September 8, 2008 Leadership and Introduction to Higher Education Administration
4. September 15, 2008 *
Topic: The changing world of higher education, conflict resolution, and organization of higher education.

Reading: Winston, Creamer, Miller - Chapter 1 and 10
5. September 22, 2008 *
Topic: Laws of Leadership (John Maxwell and Ken Blanchard)
6. September 29, 2008 *
Topic: Leadership in Action

Guest Speaker: Mr. Mark Hudson, and Mr. Ken Baker.
Reading: Winston, Creamer, Miller - Chapter 7 – 8
7. October 6, 2008 *

16 December 8, 2008 Class Projects

Add December 13 Class added on Saturday 10-3:00 to do class projects

17 December 15, 2008 Class Projects