

SIGCSE 2008: Roundtable for Department Chairs

The Roundtable for Department Chairs is an opportunity for all department chairs (experienced and inexperienced) to improve their understanding of their duties and their ability to perform them. This day-long session will be held Wednesday, March 12, immediately before the SIGCSE Symposium. Four experienced former department chairs will serve as resources for the group as the participants discuss the duties of the department chair and explore ways that chairs can do their jobs efficiently and effectively.

Topics to be actively explored include legal issues, conflict resolution methods, setting of priorities, time management, recruiting techniques, mentoring methods, management and leadership styles, effective communication, creating and maintaining a department vision and mission, assessment, publicity issues, and maintaining a personal life while serving as department chair. The predominant format of the sessions will be small group interaction followed by summary reports to the whole group. Discussions will focus on the topics in which the participants have expressed the most interest.

Appropriate resource material will be provided to all participants. Specific information will be provided to help participants understand the impact of external agencies on the job of the department chair. Participants (and leaders) will be encouraged to share their successes (and their mistakes) with the other participants. An important goal of the Roundtable will be the development of resources to help improve job performance. One of the results of the Roundtable will be that all participants will be able to use the other attendees as informal advisors.

The fee for this day long session is \$95. Continental breakfast, lunch and refreshments during session breaks are included in this fee. Registration may be done on the SIGCSE 2008 registration site. For more information contact Frank Young (young AT cs DOT rose-hulman DOT edu. Note that email sent to this address will be processed by THREE different spam filters in an attempt to filter out the more than 500 spam messages that arrive each day.).