

Chairs' Update - September 2022

Message from Chair Fellow

Greetings Colleagues!

I'm thrilled to be writing my first letter to you this year as the new CETL Chair Fellow. Many of you know me from my time as chair of the Department of Communication, Journalism, and Public Relations (2015- 2021) or maybe our paths have just crossed sometime during my 16 years as part of the Oakland University community. If we have not yet met, please reach out to me so we can get acquainted.

In my role as Chair Fellow, I'll be writing to you once a month to share events and resources that may be helpful in your jobs as department chairs and program directors. I'll also add a few of my thoughts and ideas in each of these letters but don't worry, I'll try to keep it short! :)).

First, let me thank all of you who completed the Chairs' Survey that I distributed last month. Of the 41 chairs and directors that I reached out to, 63% of you completed the survey which I think is a pretty good response rate. The information that you provided will be very helpful (and it has already been helpful) in providing you with events and services throughout the year that you have indicated you would value.

Chairs' Retreat: Summary

It was also a pleasure to see many of you last week at the annual Chairs' Retreat! We had a great turnout, and you had the opportunity to reconnect with each other over lunch and through a few breakout sessions. We also heard from several guest speakers including the Provost (Britt Rios-Ellis), the Registrar (Tricia Westergaard), the Associate Provost for Faculty Affairs (Nivedita Mukherji), the Associate Provost for Quality Assurance and Accreditation (Kristin Landis-Piwowar), and our new CETL Director (Sarah Hosch). The themes of the retreat were: (1) developing and strengthening relationships (with admin, chairs/peers, faculty, and students); and (2) scheduling and successfully managing departments/programs while dealing with declining enrollment. It's my hope to continue connecting with these two themes, at least in part, as we move forward.

Register for Upcoming Chairs' Forums

Throughout the year, I will also be coordinating monthly discussion forums. These will mostly be opportunities for you to come together with your fellow chairs to discuss important topics, to share your ideas and insights, and to learn from each other. Here's the tentative schedule for this semester's forums:

- Tuesday, September 27: [Having Difficult Conversations](#)
- October (date TBA): [Scheduling, Platinum Analytics, Argos](#)
- Thursday, December 1: [Time Management for Chairs](#)

All forums will take place in Elliott Hall, Room 200A (Learning Studio) from 12pm - 1pm.

I'll send you reminders regarding these forums as they draw closer.

Resources for Chairs

[Chairs' Corner](#)

Of course, the [Chairs' Corner page](#) on the CETL website is a valuable resource that you can always tap into. I'll be working to update and improve these resources throughout the year.

Books for Chairs

The following is a list of interesting resources available at CETL for department chairs. View these and many more in the [CETL Library List](#).

- *Academic Leadership: A Practical Guide to Chairing the Department* by Deryl R. Learning
- *The Academic Chair's Handbook* by Daniel W. Wheeler, et al.
- *The Department Chair Primer* by Don Chu
- *The Essential Department Chair: A Comprehensive Desk Reference* by Jeffrey L. Buller
- *Reframing Academic Leadership* by Lee G. Bolman and Joan V. Gallos
- *A Toolkit for Department Chairs* by Jeffrey L. Buller and Robert E. Cipriano

Faculty and New Hires

In preparation for new faculty, please send CETL (cetl@oakland.edu) any new hires as they are confirmed. All new (and existing) faculty can now participate and learn about all things "OU" through:

- [Faculty Handbook](#). Quick answers to most common questions. A “must read!”
- [Faculty Orientation: Online Version](#)
- [New Faculty Resources](#)
- **Teaching Toolbox**: Yearlong series for effective teaching. Information coming soon! Geared towards new faculty and any faculty wanting to brush up on their teaching skills.

In Closing

Lastly, I encourage all of you to reach out to me if you have anything you would like to speak with me about directly. I will be available for one-on-one meetings throughout the year. I’m more than willing to help you in whatever way that I can. If you need a sounding board, or somebody to brainstorm with, or just someone to vent to regarding chair issues, definitely contact me. And, of course, I can share with you my ideas and insights based on my own experiences as department chair. If you want to meet with me one-on-one, please send me an email (youngqui@oakland.edu) and we’ll arrange a meeting so we can chat.

One last thing – thanks so much to Lori Ostergaard for doing awesome work as the Chair Fellow last year!! She has been abundantly helpful to me over the years, as I’m sure she has been to you as well!

Anywho, that’s it (for now!). I’m looking forward to working with all of you during the coming year.

Take care, and best of luck!!

Sincerely,

Jeff Youngquist