1984 Women in Leadership Conference Documents

Commission for Women

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November 29, 1983

TO: Miss Gail Clay
FROM: Betsey B. Creekmore BBC
RE: Leadership Development Seminar

Gail, I read with interest the decision of the Commission for Women to develop and plan a leadership development seminar in order to provide training to potential female leaders on campus. I have sent the copy of the minutes to Ed Bennett, since the Personnel Office does now provide a management development seminar which might be adapted to serve the needs the Commission feels are as yet unmet. I am guessing, but I assume that the Commission feels that the current management development opportunities reach only those persons who are already in management and may miss persons who have the potential for management. I feel sure that the Personnel Office would be delighted to work with the Commission to produce whatever kind of training program would seem to be appropriate. I should point out that a substantial percent of the persons participating in the management development seminars conducted by the Personnel Office is female.

Anyway, I feel sure that the Personnel Office will be delighted to give whatever kind of help the Commission would like to have.

jss

cc: Dr. Luke Ebersole
    Mr. Homer Fisher
    Mr. Edward K. Bennett
Jan. 30, 1984

To: Commission for Women

From: Linda Burton, Personnel Training and Development

Subject: Proposal for "Women in Leadership" Seminar

OVERVIEW
Since one of the major goals of the Commission for Women during this academic year is to sponsor a workshop for UTK women managers and for those women interested in becoming university administrators, at the request of the Commission I have outlined a proposal to develop such a seminar. Personnel Training and Development is willing to coordinate the seminar if the Commission approves and sponsors the workshop. Participants should leave the workshop with a greater knowledge of the skills they need in order to become effective administrators in higher education.

PLAN

SCOPE
The one-day workshop, scheduled for April 25, 1984, will be aimed at UTK women faculty members, exempt staff women and graduate women. Men, as well as women, will be invited to the seminar. Among the topics being considered for presentation are "Academic Governance," "Finance and Budgeting," "Leadership Styles," "Administrative Uses of the Computer," "Conflict Management," "Professional Development," "Creative Problem Solving," "Communication Skills for Managers," "Effective Time Management" and "Panel Discussion."

SCHEDULE
The schedule for programs will appear somewhat as follows:

8-8:30    Registration
8:30-9    General Session
9-10:30   First Concurrent Sessions
10:30-10:45 Break

1
10:45-12:15  Second Concurrent Sessions
12:15-1:30  Luncheon (speaker)
1:30-3:15  Third Concurrent Sessions
3:15-4:30  Panel Discussion

BUDGET
The charge for the seminar will be $15 per person. This fee will cover materials, luncheon and any other expenses incurred. The fee may be paid by transfer voucher to Personnel Training and Development or by personal check made out to UT. Transfer vouchers and checks should reach Personnel Training and Development, 302 Alumni Hall, by April 18, 1984.

RESERVATIONS
The deadline for reservations and for payment will be April 18. Ruth Thomason in the Training Office (974-6657) will accept the reservations. Participants will be limited to 100.

YOUR SUGGESTIONS
The Training Office will welcome suggestions as to speakers, topics and any other information that Commission members can give us to make this an effective seminar. Please direct questions and suggestions to Linda Burton, 302B Alumni Hall, 974-6657.

After recommendations are made, the Training Office will proceed with finding speakers and making the necessary arrangements. Suggestions need to be turned in by March 1. While the Training Office will be glad to facilitate the workshop, we feel that we need the total support of the Commission to make this a worthwhile workshop for UT women.
TIMETABLE

8:00 - 8:30 Registration, Room 239
8:30 - 9:00 General Session, Dr. Luke Ebersole
Shiloh Room
9:00 - 10:30 First Concurrent Sessions
10:30 - 10:45 Break, Room 220
10:45 - 12:15 Second Concurrent Sessions
12:15 - 1:30 Luncheon, Ball Room
1:30 - 3:00 Third Concurrent Sessions
3:00 - 3:15 Break, Room 220
3:15 - 4:30 Panel Discussion, Shiloh Room

Shiloh Room

Restrooms

227 226 225 224 223 221 220

Women's Crest
Restroom Room

Ball Room
EFFECTIVE TIME MANAGEMENT

Everyone wastes time. Even the best of us have wasted moments now and then. Visitors, telephone, meetings and crises all contribute to time waste. This session will help you to identify your time problem and to find ways to eliminate them...maybe forever!

TONI DEBUSK, a consultant/trainer, has been with the UTK Personnel Department for more than seven years. At present she is completing a master's degree in adult development at UTK. DeBusk has presented training seminars for clerical, supervisory and management staff. She is presently serving as the president-elect of the Smoky Mountain chapter of The American Society for Training and Development.

FINANCE AND BUDGETING

A presentation of institutional budgeting as a plan of operation from the allocation process to the control mechanisms affecting the matching of anticipated and actual revenues and expenditures. Fiscal management of University assets will also be discussed.

RAY HAMILTON, associate director of finance at UTK and a certified public accountant, received a bachelor's degree in accounting from California State at Sacramento and a master's of accountancy from Bowling Green State University. A ten-year employee of the University, Hamilton was also an accounting instructor at Ohio Northern University and worked in private business for three years.

ADMINISTRATIVE USES OF THE COMPUTER

This lecture will cover management environment, along with the vocabulary needed for talking with peers and the computer expert. Special attention will be given to retaining the human aspects of an organization during the utilization of the technology required in the modern administrative structure.

BETSEY CREEKMORE, associate executive vice chancellor for business, planning and finance at UTK, received the A.B. degree from Vassar College and an M.A. degree from Wesleyan University. She has served on the governing board of the Carolyn P. Brown Memorial University Center (1973-77). In addition, she was appointed faculty advisor to the UTK Mortar Board (1973-76).
STRATEGIC MANAGEMENT

Presented will be a discussion of the major strategic decision areas for the organization and the framework for making those decisions and evaluating results.

HOMER FISHER, executive vice chancellor for business, planning and finance at UTK, received an M.B.A. from Auburn University in 1964. Fisher has served as vice president for administrative affairs, Florida State University; director of records and registration, University of South Florida; and associate registrar and director of scheduling, Auburn University.

PROFESSIONAL DEVELOPMENT

Despite the recent emphasis upon the status of women in higher education, they continue to be greatly underrepresented in leadership positions, and advancement is slow and difficult. This workshop will identify professional development strategies for overcoming the most common factors that block the "ascent of women," namely, the sex-typing of management positions, internalized cultural traits and lack of leadership training and experience.

MARY P. RICHARDS, associate dean of the graduate school and associate professor of English, received a Ph.D. from University of Wisconsin, Madison in 1971. Richards, a Phi Beta Kappa, was awarded the Women of Achievement Award for Tradition of Excellence, The University of Tennessee, 1983. She is the campus representative and member of the National Identification Program for Women in Higher Education Administration.

EILEEN P. WILSON, associate director, Career Planning and Placement Service, received an Ed.S. degree in counseling and personnel services from Purdue University in 1975. Wilson, vice-president of the Tennessee chapter of National Association of Women Deans, Administrators and Counselors, coordinates the activities of a comprehensive career development program at The University of Tennessee. The career development program includes job-seeking skills and career planning, individual advising and a career resource center.
CREATIVE PROBLEM SOLVING

Participants will be introduced to a process which promotes a creative action approach to problem solving. The session is designed to benefit professionals in management and will be experiential and action oriented. The focus will be directed toward helping people develop new ideas, techniques and flexibility for effective management.

DR. RONALD R. BROWN, staff psychologist at the Counseling Center, UTK, received a Ph.D. in clinical psychology from The University of Michigan in 1977. Brown, a member of The American Psychological Association and The American Society of Clinical Hypnosis, has taught classes at UTK in clinical psychology and hypnosis. His current interests include expanding therapeutic treatment modalities through clinical hypnosis and providing training in this area; facilitating psychological growth of divorced individuals; and exploring therapeutic procedures and methods of intervention which would facilitate growth and development in minorities.

PANEL DISCUSSION ON LEADERSHIP STYLES

The closing panel will address the question: "What does this mean for me?" Sharing personal experiences and observations, the panel will encourage individual women to assess their own positions and develop concrete, realistic leadership goals.

SUSAN KOVAC, deputy director and assistant professor of law in the College of Law at UTK, received a J.D. from Stanford University in 1974. Kovac has served as equal opportunity monitor, Knoxville-Knox County Community Action Committee Office on Manpower (1977) and as instructor/staff attorney in the legal clinic since 1977. Kovac has been a speaker at seminars conducted for Lakeshore Mental Health Institute, Tennessee Valley Authority, Community Outreach Program, Knoxville Bar Association, Planned Parenthood Association of East Tennessee and the American Civil Liberties Union. She was president of the Knoxville chapter of the American Civil Liberties Union from 1977 to 1978.

MARGARET PERRY received a bachelor's degree in home economics from UT, a master's in food science and a Ph.D. in nutrition and food sciences. In 1966 Perry was appointed assistant to the dean and assistant professor of food science in the College of Home Economics. In 1967 she became associate dean, and in 1973 she became dean of graduate studies at UTK. In 1979 Perry accepted the position of associate vice president for academic affairs at Tennessee Technological University.
NORMA T. MERTZ, director of three U.S. Department of Education projects and adjunct assistant professor in the Department of Educational Administration and Supervision at UT, received an Ed.D. in curriculum and instruction from Columbia University. As director of U.S. Department of Education projects, Mertz planned and managed projects providing technical assistance and training services to school districts in eight southeastern states. Mertz also teaches graduate courses, supervises administrative interns and counsels graduate students.

OLGA M. WELCH, associate professor and director of the Deaf Education Division, Department of Special Education and Rehabilitation at UTK, received an Ed.D. in educational administration and supervision in 1977. Welch coordinates the graduate, undergraduate and student teaching programs in deaf education; supervises and evaluates student teachers; and teaches graduate and undergraduate courses in language development, curriculum development and the psychology of deafness.

KEN STAIR, associate dean of the College of Engineering at UTK and director of Engineering Experimental Station, received a master's degree in mechanical engineering from The University of Tennessee. Stair, who has been active in the Faculty Senate, was a member of the first Commission for Women when it was organized in 1972.

CAROL BAILEY, administrative assistant for the products group, Technology for Energy Corporation, received an associate degree from Norman College, Norman Park, Georgia and is working toward a B.S. in business administration at UTK. Bailey, who attained the Certified Professional Secretary (CPS) rating in 1976, is also a past employee of UTK in the College of Engineering.
A Special Thanks To:

Commission for Women;

Food Services;

Louise McBee, Alpha Lambda Delta, for support of student participation;

Personnel Department;

Phi Chi Theta, women's business fraternity;

Program Presenters; and

Members of the University community who strongly supported this project.
WOMEN IN LEADERSHIP

Sponsored by the Commission for Women and the UTK Personnel Training and Development Center

April 25, 1984
Women in Leadership is an all-day seminar designed for women who want to move into or move up in the university administration.

Who Should Attend?

This workshop is designed for UTK women faculty members, staff and students. Although the seminar is geared toward women, men who are interested in higher education are also encouraged to attend.

What You'll Learn

The seminar explores techniques of effective administration in higher education.

Location, Time, and Cost

University Center, 8:00 a.m.-4:30 p.m., April 25, 1984; $15 fee (includes luncheon and materials)

How To Register

Call Ruth Thomason at #6657. Registration is limited.

Concurrent Sessions

8:30 a.m.-9:00 a.m.
Opening Session, Chancellor Jack Reese

9:00 a.m.-10:30 a.m.
Administrative Uses of the Computer, Betsey Creekmore
Team Building, Max Wortman
Communication Skills for Managers, Pat Ball

10:45 a.m.-12:15 p.m.
Finance and Budgeting, Ray Hamilton
Academic Governance, Carl Pierce and Ken Stair
Effective Time Management, Toni DeBusk

1:30 p.m.-3:00 p.m.
Strategic Management, Homer Fisher
Professional Development, Eileen Wilson and Mary Richards
Creative Problem Solving, Ron Brown

3:15 p.m.-4:30 p.m.
Panel Discussion on "Leadership Styles," Susan Kovak, Carol Bailey, Margaret Perry, Ken Stair, Olga Welch and Norma Mertz.

Chancellor Jack Reese will speak at the opening session. Margaret Perry, associate vice president for academic affairs at Tennessee Technological University, will deliver the keynote luncheon address, "Opportunities for Women in Higher Education."
EDUCATIONAL SESSION EVALUATION

INSTRUCTIONS: Please write the session title and time in the space provided and check the appropriate boxes for your response to the questions below. Through this evaluation we hope to determine if we have met your needs and how we can better serve you in the future. Many thanks for your help!

Session Title and Time: ________________________________

1. Status:
   (0) Undergraduate Student
   (1) Graduate Student
   (2) Professional Staff
   (3) Clerical and support staff
   (4) Other (specify __________________________)

2. Primary areas of interest:
   (0) Higher Education
   (1) Women's Studies
   (2) Management Skills
   (3) Communications Skills
   (4) Time Management
   (5) Professional Development
   (6) Problem Solving
   (7) Leadership Skills
   (8) Management or Leadership Styles
   (9) Budgets/Finance
   (10) Other (Specify __________________________)
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Please indicate why you attended this session:

- Yes
- No

12. The topic interested me. | (0) | (1) |
13. The topic pertained to my responsibilities. | (0) | (1) |
14. I was assigned to attend. | (0) | (1) |
15. The time and location were convenient. | (0) | (1) |
16. Would you attend another session by these presenters? | (0) | (1) |
17. Please list other topics which should be addressed at future seminars:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
The Commission for Women and the UTK Personnel Training and Development Center thank you for your participation in the Women in Leadership Conference. We ask that you take a few moments to assist us by evaluating the overall program. Each component should be evaluated by a rating of 1-5, 1 being poor and 5 being outstanding. Please return the form at the end of the conference to the registration table.

1. Overall conference evaluation ____
2. Presenters' articulation of subject matter ____
3. Presenters' ability to respond to questions ____
4. Site for conference itself ____
5. Adequate pre-conference information ____
6. Scope and depth of subjects covered ____
7. Relevance of conference to needs of women in higher education ____

Answer yes or no to the following:

1. Was the conference enrollment too limited? ____
   not limited enough? ____
2. Did you consider the $15.00 Registration fee too high? ____
   adequate? ____
3. Should a reduced fee have been made available for students? ____
4. Did you receive a conference announcement early enough to make adequate plans to attend? ____
5. Would you attend another conference of this type? ____
Dear Corinne:

Thank you and the members of Phi Chi Theta for your assistance with the "Women in Leadership" seminar last week. The program was very successful, and your fraternity's help with each session contributed to the positive evaluations.

If we can help you at any time, please let us know.

Sincerely,

Gail Clay
Chair

GC/brh