

Higher Education Administration I
ELOL 593

Spring Semester 2009

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ASSIGNMENTS:

Journal – Due Date: Monday, April 20th

As you attend committee meetings, you should observe behaviors with the member interactions, communication, planning, and effectiveness, etc. These should be noted in a journal with weekly observations, reflections and experience. You determine format you would like. Some suggestions are:

- Critical thinking of interactions between committee members and their levels of communication.
 - Are committee members explaining their points clearly?
 - Is their conflict between the committee members and how do they resolve them?
 - Do you notice nonverbal communication between committee members?
 - What kind of listening skills do you observe?

- Organizational structure within the University setting and how problems are discussed and resolved.
 - Do you feel there is a leader that takes charge?
 - What strengths or weaknesses do you see within the structure? The members?
 - Do you notice various roles being taken? What kind of roles.
 - What problems emerge? Are they discussed? How are they resolved? Or not?

- Project planning, strategic planning and implementation skills
 - How is the planning taking place?
 - How is the planning being implemented?

- Readings and how they relate to the University experience and Higher Education structure
 - Based on the assigned readings, how do they relate to the class, the meetings, and the projects you are involved in?

Case paper - Due date: Friday, March 13

This should be a 5-to-7page paper double spaced, 1" margins with headings (APA style)

- Pick a project from the first component special project assignment that will serve as the basis for the subsequent analytic paper.
 - How do you see your role in this project?
 - What roles do you see emerging so far within the project?
 - Do you think there is a clear objective of this project? Why or why not?
 - Do you feel you will be able to bring your strengths to assist with this project? Why or why not?

Analytic paper – Due date: Monday, May 13th

An analysis of your project case paper employing the course objectives described in the syllabus. Describe your observations and the processes involved with these areas. Please provide examples as you detail this analysis. This should be a 7-to-10 page paper double spaced, 1" margins with headings (APA style)

This analysis will include how your project involved:

- The University organizational structure: How was this helpful or a hindrance? What observations did you make?
- Strategic plan: Copies of the strategic plans will be given to you.
Did this project support the UNM strategic plan? The VPSA strategic plan?
- Assessment of organization problems and improvements: What problems occurred during the planning? How were the problems resolved? Were there improvements that occurred because of the problems? Were there improvements planned or did they just happen? Why do think this occurred?
- Communication strategies: Was there nonverbal communication that you observed throughout the process? The meetings? Was there adequate verbal discussions? Were the discussions beneficial? How could they have been improved?
- Project planning: Was there a plan created? Did you feel like a leader emerged? Were their various roles taken or delegated in the planning? Did the planning proceed as determined?
- Time schedule: Was a time schedule created? Did it stay on schedule? Was their flexibility and adjustments made?
- Implementation: Do you feel the project planning lead to the implementation adequately?
- Critique of process: How could the project been improved from the start? What suggestions would you make in future projects to improve the planning? Was the project effective? Were the committee members effective? Were the committee members able to use their strengths throughout the process?