Leadership Committee Meeting Minutes
Friday, August 17 USF Instructional Laboratory

Attendees: Sandy Pettit, Joe Reineman, Dave Scott, Chuck Black, John Wiencek, Fermin Diaz, Mike Lillibridge, Joel Johnson, Rafael Perez, Paul Schnitzler, Frank Busot, Tom Krisa, Janet Gillis

The meeting started at noon with a welcome from **Fermin Diaz**, lunch and introductions.

The first presentation was **Mike Lillibridge**, PhD, on the People Map system.
Mike spoke of his background serving students on campus through psychotherapy. He developed People Map to train the person in the leadership role as well as the people that are on the team. It focuses on leadership roles because successful leaders tend to have tremendous personal skills with high communications skills.

The People Map program has an accuracy rate of 98% similar to Meyers Briggs, but focuses training on improving the eight critical interpersonal skills. The program trains people on hard and soft people skills and participant are rated pre and post training. The goal is to gain a set of interpersonal skills that allow you to interact with other people successfully.

Mike offered a free trial to the committee members to take the People Map questionnaire.
John Wiencek asked what the cost of a program for freshmen. Mike replied the most cost-effective way would be to get a trainer to implement the program. That trainer would be trained by Mike and the costs would entail the training of the trainer and the materials.

Fermin said his intent was to have the group become familiar with Mike and People Map.

John asked if the program was valuable for freshman and Mike answered yes and that he has used it with high school students. The quickest way they adopt this is they use those skills in their personal life, since they don't typically have a work situation.

Fermin affirmed that he still uses the skills today and he can quickly profile someone by their personality type and enables him to work with them better.

Chuck Black asked how program would continue after the first group ends. **Mike** answered the trainer will become an expert on the instruments themselves.

Joel Johnson asked how such a concept would work with students. **Mike** said that these are lifelong skills and they will transfer to work situations after graduation. The program educates them to understand each personality type. It allows them to figure out how they work and how they can work with other personality types. Class work will focus on examples from the student's real life. They are then given a list of reactions they can use during scripted role playing situations. These lessons are tied to the People Map

Tom Krisa asked how many attendees can a class handle? **Mike** said 20-25 enables good role playing interaction, too many students is ineffective.

Chuck Black asked how many hours? Mike said full program is 40 hours but it can be fewer if you focus only on the personality types.

John added he would like to take a step back and look at adding this to the curriculum, but faculty will need to have input. The College is currently focusing on two key priorities:

- Graduate students in a timely fashion.
- Prepare students with the skills they need to be successful in their field. Most want to get a job after graduation and we need to put structures in place to make these happen

If it's added to the curriculum, it needs clearly defined milestones. Students should know what's expected of them. We need to do a better job preparing them before they get here and entering the engineering program. Articulate clearly that you are expected to graduate within five years, we currently have no admission criteria for Engineering and many students have to take remedial math courses. Advising should structure feedback to identify a problem before it becomes worse.

To position people to succeed in their career, we have to ask them to give some thought to what career they want to have. Too many focus on surviving school and wait too late to decide on a chosen pathway. Co-ops, internships, study abroad, learning outside the classroom, advising can help the student focus on their goals and adjust them as time goes on.

This kind of activity needs to be embedded into the career paths and are important no matter the path, both in and outside the classroom.

Let's set no constraints. I'm pleased with the work that I've seen and I'm eager to hear more. Let's start and it will evolve over times until it gets to a mature state.

Fermin Diaz summarized the program the group looked at:
- Program from UF. This program cannot be shared with the group
- Tau Beta Pi program was a little limiting, too general
- Florida leadership program in the FES
- DVDs from Harris leadership training

Tom Krisa presented that we are at the point to giving a name to this program as well as creative an objective, and put some program structure and management in place.

A discussion of program objectives ensued about defining what leadership is and if this is two distinct programs leadership and interaction skills.

Naming it a leadership program might lead to a misconception. **Sandy Pettit** suggested the group make this a deliverable of the next meeting. **Paul Schnitzler** suggested 'valuable skills program'.

Tom asked the group if the first program to focus on behavior skills or interpersonal skills. Overall consensus was to start with the behavioral skills.

Mike finds that the first thing a participant wants to know is what kind of personality type they are and secondly the significant people in their life.

Fermin asked if the first four items on the program content list would be sufficient enough for an initial class:

<u>Program content</u>
Interpersonal skills
Self-assessment
How to set goals
Leadership vs. management
Networking skills
Conflict resolution
Benefits of diversity
Team building skills
Professional responsibilities

Discussion and Program Delivery
Actions to be considered:
- Delivering the message
- Utilizing the talent within the advisory board to implement this program.
- Hiring a program coordinator to ensure a cohesive continuity

The program coordinator will facilitate the lecture and bring in a panel of subject matter experts, including an engineer who can talk about real life situations. Additionally, we should provide more information such as suggested books and a video library.

John suggested a formal search process for a program coordinator

Program Administration
- Noncredit hour course, select students based on their propensity to critique the course,
- Dean suggested having the depts. nominate students for the first run keeping he course maximum of 20-25 for best role play
- Hold the course on a Saturday and plan it like an executive MBA program
- Dean will establish criteria for selection of students
- Written expectations should be included in the invitation letter
- Establish quality monitoring
- Create syllabus
- Ask for student feedback throughout the program
- Reasonable length of time per class - 8- noon with a breakfast, A sponsor will be needed for the food
- Spread the program out over a 15-week semester, meet EOW, or weekly? One program per semester at least for the pilot

Days and location to be determined. Fridays from 1-5, on campus seems to be a good time, with refreshments. Invite students and give them the option to select preferred day. Invite students from all years, not just upper classes.

Financing the Program
- No charge to students
- Create a budget to determine the cost per student and look for individual sponsors

Action Items
1. Job description for the coordinator - committee will start and circulate to the group, let's get this done fast.
2. Have coordinator in place by mid to late September
3. Committee and coordinator can establish the. program in a month
4. Once finished it can go to dept. chairs, students can be invited and by mid-November, student class selected.
5. Develop a sub-committee to refine the list of courses

Everything the sub-committee does is circulated to the leadership group before. A decision is made. A follow up meeting date will be set by end of Sept.

Meeting ended around 4 p.m.