

Advisory Board Leadership Task Force Meeting  
September 14, 2012  
**12-4pm**

**Board Members in Attendance:** Fermin Diaz, Joel Johnson, Frank Busot, Tom Krisa, Sandy Pettit, John Wiencek, Rafael Perez

**Non Board Members in Attendance:** Marcy Kornfeld

Meeting called to order at 12:20pm

**General Discussion:**

- Have decided that smaller groups are more manageable
- Job descriptions for the ELITE position had been finalized and sent out
  - no responses at this time.
  - Rafael is taking the lead from an operational standpoint.
  - Wants someone from the committee to help pick the person.
    - Person needs experience outside of academia, from industry
  - Program will help the students get ahead of the curve
    - Six (and a closing) sessions is in pilot program
    - The hope is that when someone hires USF engineering graduates, they have gone through this program and it separates them from other applicants. UF has a similar program.
- The Dean explains that the College is going to begin discussions of a curriculum change
  - Would eventually like to see this course as required for freshmen
- Objective of meeting is to cover how each session should be delivered and the details of them. Then when director is hired it can be fine-tuned.
  - The Board will still be hands on when the Director is hired.
  - Different training programs were discussed.
    - An idea called “Leadershape” was considered by L. Abron in a previous meeting.
    - Sessions must include interactive tools
    - F. Busot asks about where the funding and resources for the Director will come from? J. Wiencek, says the scalability of the program will determine that. Current on campus resources can be used.
    - Undergraduates are targeted, sophomores and juniors.
  - Admission requirements are going to start on the College level
    - Need to make sure incoming students are prepared for the math.

- Double tuition will begin to occur for exceeding a certain number of credit hours within a set period of time
- J. Johnson asks about partnering up with other Colleges on campus. The group decides they won't plan on doing that at this time.

### Program Start-up Schedule

- See slide for timeline

### Structure

- T. Krisa gives a proposal of how the sessions will be structured. One topic per session with a four-hour block. Putting three theme areas together over each session. Individual Competencies, Understanding Teams, Leading Teams are the suggestions.
- F. Diaz says finding speakers for each theme in a session might be difficult.
- T. Krisa says there should be 2-3 speakers per session.
  - Give them the topics and the framework.
- The next two hours were spent reorganizing the sessions and the topics. The before and after slide will show work.

### Questions/Action Items

- What does the **ethics** class that is already in the curriculum cover?
- Come back to Session 3 topic IC
- After action reviews in learning and celebrating in session 6
- Session related to improving self- continuing education, professional organizations, professional licensing (PE). Fermin on this panel!
- Incorporate case studies into a session
- End of each session could be a panel discussion, round table style
- Could add in a survey
- Need to address financial management within the curriculum
- Narrative for each topic where they are described in detail
- Personal examples from speakers in each session
- In Session one, ask someone from the Psychology department
- Commencement rope to identify the leadership course (J. Wiencek)
- Course can go on their official transcript (R. Perez)
- Hand the curriculum to the candidates who are applying for the Director position
- Want the first set of students to be the natural advertisements for the second group
- Mixture of paid and volunteers
- M Korfneld will send F. Diaz the minutes, sessions document and updated power point