

- Interested Dean contacts CCAS Executive Director (ED)
- ED sends Dean the workshop description¹ and recommended schedule of events²
- Dean requests that ED send the facilitator roster
- Dean contacts the ED to request the selected Facilitator and preferred dates
- ED contacts Facilitator about interest and availability
- ED informs Dean when Facilitator has agreed
- ED sends survey of potential topics³ to Dean to collect responses from his/her chairs
- Dean provides ED with written expected outcomes, content, and schedule
- ED gives Facilitator access to Resource Bank
- ED, Dean and Facilitator have a conference call on the purpose, desired content and outcomes, schedule of events
- Facilitator determines whether there are sufficient materials available in the Resource Bank so as not to require significant tailoring for this workshop; if not, Facilitator requests additional compensation in order to develop new materials
- ED sends draft MOA to Facilitator and Dean for review and signatures; provides copies to all parties⁴
- ED sends Dean a request for information on participants to complete and return⁵
- ED sends two invoices to the College (\$750 member/\$1,500 non-member administrative fee to CCAS; \$1500 fee to Facilitator)
- ED sends advance-planning questions⁶ to Facilitator; Facilitator calls Dean to discuss (optional)
- Facilitator informs Dean of travel plans; Dean informs Facilitator about local lodging and local transportation arrangements
- Parties continue to stay in touch during planning period
- Workshop is held
- Facilitator submits travel expenses to Dean
- Dean generates payments to CCAS and Facilitator
- ED sends post-workshop survey to participants, tailored to reflect that workshop's expected outcomes and topics
- ED compiles results; shares with Facilitator
- Facilitator provides phone and/or written feedback and any recommendations to the Dean
- Facilitator shares any new materials for CCAS to add to the Resource Bank

¹ "On-campus Leadership Development Workshop for Chairs/Heads"

² "Sample Schedule"

³ "Survey of Potential Workshop Topics"

⁴ Memorandum of Agreement template

⁵ "Information on Participants" Excel spreadsheet

⁶ "Questions for Advance Planning"