

ACBO Institute II (April and May 2024)

Learning Goals and Student Learning Outcomes (SLOs)

Vision Statement Learning Goals:

Building on the success of the original ACBO Institute I – a “nuts and bolts” training experience for **Chief Business Officials** – ACBO’s Institute II is a professional development training to prepare administrators to take on an Executive or Senior leadership position as a District or College **Chief Business Officer** with a focus on:

- Leadership Challenges and becoming an Effective Leader and the importance of cultivation and development of those who report to you and to whom you report.
- Increased knowledge of the role and responsibilities of a college/district Chief Business Officer to include topics such as: Collective Bargaining; Data Driven Decision Making; Educational Policy; Governance; Accreditation; State and Local Obligation Bonds; Safety and Security, etc.
- Enhancement of “soft” (interpersonal) skills beyond technical skills and an awareness and sensitivity related to communicating with all constituencies in a diverse and complex “participatory” educational environment.
- Development of a network of colleague support and a library of practitioner resources.

Student Learning Outcomes (SLOs):

Participants will increase their knowledge of the California community college system, the Education Code and the Laws and Regulations impacting the fiscal aspects of all community college districts.

1. Participants will acquire an understanding of the roles and responsibilities of the major CCC oversight entities (such as CCCCO and ACCJC) and how to work with those entities.
2. Participants will acquire an understanding of the role of a District/College Chief Business Officer and the scope of responsibilities for these executive and senior level positions.
3. Participants will expand their knowledge of leadership in the California Community College system to include the student-centered funding formula (SCFF); and the importance of using data in decision-making. In addition, how state policy is enacted; and other governance, management, and leadership related topics to be included in every district CBO’s “toolbox.”
4. Participants will be able to enhance their management and leadership knowledge and skills in order to function in a complex political and social environment.
5. Learn techniques for effectively communicating with all college/district stakeholders with a focus on inclusivity and equity while recognizing that the public face of a business officer is the public face of the college/district.
6. Participants will be able to identify specific resources available to them through various venues including having developed a network of resources to call upon in support of current and future administrative positions.
7. Participants will have the opportunity to hone their team building and presentation skills via a final group project and presentation during the last session.

CPE Professional Development hours available over the two sessions - 32 hours:

Session 1: April 3 – 5, 2024 (12 hours of preparation & training CPE)

Session 2: May 1 – 3, 2024 (15 hours of preparation & training CPE)

Writing Assignment & Group Project Preparation & Presentation (5 hours)