

ASPA Spring 2013 Meeting Schedule

Millennium Knickerbocker Hotel

163 East Walton Place • Chicago, IL 60611

Registration desk open 7:30 a.m. Sunday, April 7, 2013 – Ballroom Foyer

Pre-meeting

Sunday, April 7, 2013

8:30 am - 10:30 am Continental **International Activities in Accreditation** (breakfast meeting by invitation)

Business Meetings

Sunday, April 7, 2013

1:00 pm - 5:00 pm Crystal Ballroom **Member Session** (closed)
(break at 3:00 pm)

5:30 pm - 7:00 pm Prince of Wales **Reception** (open)

Monday, April 8, 2013

7:30 am - 8:30 am Continental **Breakfast**

8:30 am - 10:00 am Crystal Ballroom **Presentation: State of the States – Issues affecting Accreditation** (open)

10:00 am - 10:15 am Crystal Ballroom **Break**

10:15 am - 11:00 am Crystal Ballroom **Members' Meeting** (open)

11:15 am - 12:00 pm Crystal Ballroom **Board Meeting** (open) (*Discussion of accreditation issues if time permits*)

12:00 pm - 1:00 pm Continental **Lunch**

Professional Development

The Well Accreditor (open)

Monday, April 8, 2013

1:00 pm - 1:30 pm Crystal Ballroom **Welcome, Introductions and Keynote**

1:30 pm - 3:00 pm Crystal Ballroom **Governance**

3:00 pm - 3:15 pm Crystal Ballroom **Break**

3:15 pm - 3:45 pm Crystal Ballroom **Strategic Planning**

3:45 pm - 5:00 pm Crystal Ballroom **Fireside Chat – discussion on approaches to planning**

5:15 pm - 6:45 pm Prince of Wales **Reception** (open)

Tuesday, April 9, 2013

7:30 am - 8:30 am Continental **Breakfast**

8:30 am - 10:00 am Crystal Ballroom **Succession Planning**

10:00 am - 10:30 am Crystal Ballroom **Break**

10:30 am - 11:45 am Crystal Ballroom **Volunteer Relations**

11:45 am - 12:00 pm Crystal Ballroom **Closing Comments, Evaluation**

The Well Accreditor

Establishing and maintaining a well-run, effective and pro-active accrediting organization is essential in an environment that calls for ever increasing accountability. Agencies must balance several tasks that are ongoing and necessary for good accreditation practice. Good governance, strategic and succession planning and good volunteer relations are the core functions that are critical to the health and success of an accrediting agency.

A clear strategic plan supported by measurable, accountable tactics, keeps an agency focused on the big picture and helps it make good choices among competing priorities. Strategic planning provides a road map for an organization that keeps it on course as the people engaged in the organization change.

A focus on effective strategic planning depends on talented, motivated, and well-oriented volunteers and staff who understand and agree on what is expected of each player in the organization. Great boards are NOT born – they are made – through systematic and repeated training; appropriate recognition; and strong leadership.

And, it's important to recognize that people do ebb and flow in their degree of engagement in an agency – staff moves on, volunteer leaders rotate in and then out of office. Carefully planning for the management of that change - through a climate of open communication, with a strategic plan that trumps any one personal agenda, and unites all participants around clearly understood goals, will help ensure that staff and volunteer rotation doesn't significantly disrupt progress toward the agency goals. Attendees will have the opportunity to gain a deeper understanding and take away ideas to enhance their effectiveness in the following areas:

- differentiating board and staff roles & responsibilities for decisions, policies, and processes
- planning strategically to determine direction, resource needs and whether goals have been met
- ensuring new leadership is planned for and ready
- recruiting and keeping loyal, quality volunteers

Moderator: ELISSA MYERS, CEO, ADVICE AND CONSENSUS

Elissa Myers is CEO of Advice & Consensus, a consulting firm that specializes in helping associations build consensus around difficult strategies. She is an innovative and creative executive, with more than 30 years of experience specializing in developing and growing associations. A passionate advocate for effective, creative, and responsible leadership in associations, she has helped hundreds of associations build consensus among volunteers and staff around strategic direction, and ensure that their direction, policies and procedures will be understood, consistent, and unambiguous.

She served for 25 years as a senior executive of the American Society of Association Executives and for eight years as CEO of the Electronic Retailing Association, before starting her own consulting practice.

Professional Development Program – Spring 2013

The Well Accreditor

Monday April 8, 2013

12:00 pm **Lunch**

1:00 pm **Welcome**

Leslie Higham, Chair, ASPA Spring Professional Development Committee
Accreditation Programs Administrator, Global Accreditation Center for Project
Management Education Programs (GAC)

KEYNOTE/introduction – Elissa Myers, CAE, President, Advice & Consensus

1:30 pm **Governance**

- Policy versus operations - roles and responsibilities for decisions, polices, and processes of board and staff
- How many staff does a Board have??
- Conflict of interest
- Fiduciary duty

3:00 pm **Break**

3:15 pm **Strategic Planning**

- Why do it?
- Who should be involved and how often?
- How – what process, data to consider; how long did it take?
- How to measure success?

3:45 pm **Fireside Chat - three ASPA members share their approach to planning**

Jenny Gunderman, Managing Director, Council for Accreditation of Counseling and Related Educational Programs (CACREP)

John McCarty, Executive Director, Accreditation Review Commission on Education for the Physician Assistant Inc. (ARC-PA)

Teresa D. O'Donnell, Executive Director, Commission on English Language Program Accreditation (CEA)

5:15 pm **Reception**

Tuesday April 9, 2013

7:30 am **Breakfast**

8:30 am **Succession Planning – activity – case studies; discussion of best practices**

- What is succession planning?
- Why does it matter?
- When should this start?
- Turning over the reins to new leadership

10:00 am **Break**

10:30 am **Volunteer Relations**

- Recruiting and keeping loyal, quality volunteers – site visitors and Board members

11:45 am **Closing comments; evaluation**