

Dear:

Sustaining the proud heritage, values, and mission of community colleges is a primary part of AACC's mission. It is through preparing effective leaders to fill the leadership gap that community colleges will be able to fully serve the nation's next generations. Thanks to the support of the Kellogg Foundation, AACC is launching a new community college leadership initiative called Leading Forward, whose goal is to produce an integrated plan that addresses the national need for community college leaders. The first phase of our work is a series of four leadership summits.

On March 16, 2004, we will convene the third summit, the AACC Leadership Summit of University Programs, in Washington, D.C. It will focus on graduate level programs offered by universities. We invite you to participate in this important meeting. If you are unable to come you may designate a member from your program to attend.

Please read below for more about our plans, including important travel information and "to do" requests. ***Note this important RSVP date: February 6 for summit attendance and information about your program.***

### Background

The two previous summits brought together key stakeholders from AACC's Affiliated Councils and organizations offering "grow your own" non-credit programs. The fourth summit will address the needs of colleges in underserved areas. We want to understand current thinking about approaches to community college leadership, the continually shifting needs of leaders and colleges, and how we can collaboratively prepare and sustain leaders in the future.

The summits focus on current leadership curricula and programs offered by the organizations represented at the summits. Our goal is to reach the following outcomes:

- Understanding how to work collaboratively to develop a more comprehensive, integrated, and national roadmap of leadership development offerings and curricula that assist future community college leaders – of all types – in charting out their leadership paths
- Inventory of offerings and map of knowledge, skills, and values for effective leadership
- Strategies to create or modify existing leadership development programs

### Meeting Logistics

AACC will cover travel and hotel costs. Attendees should arrive by Monday, March 15, for a light reception to be held from 6:00 to 7:00 pm. We hope you can join us and greet other attendees. The meeting will begin on Tuesday morning at 8:00 am and last until 4:00 pm. Breakfast and lunch will be provided. We are hoping that most people will be able to return home after the meeting on Tuesday or, at the latest, Wednesday morning.

The hotel is the Hotel Monaco Washington DC located at 700 F Street, N.W. (phone: 800.649.1202, fax: 202.628.7277). The hotel is accessible from the Metro Gallery Place/Chinatown station (on the Orange Line). Please **do not** contact the hotel for your reservation. Email the attached RSVP form to AACC and we will handle the reservations by providing the hotel with a master list.

Washington is served by three different airports: Washington Reagan National Airport (DCA), Baltimore Washington International (BWI) and Dulles International Airport (IAD). Reagan National airport is the closest to the city, but it seldom has the lowest airfares. BWI and Dulles are both about 45-60 minutes from Washington, but shuttle and taxi services can bring you into the city. The general cost of a cab to the hotel from National is \$15 to \$17; Dulles, \$65 to \$70; or BWI, \$65 to \$70. Airport Express serves all three airports. Airport Express will pick up from National Airport only for groups of 5 or more, at a rate of \$9 per person (see [www.airportexpressdc.com](http://www.airportexpressdc.com)). The SuperShuttle also serves all three airports. To calculate the fares, see [www.supershuttle.com](http://www.supershuttle.com). Even with the extra cost of the shuttle or taxi, the price may be much lower than landing at National. The Metro is available directly from National Airport. Please refer to [www.wmata.com](http://www.wmata.com) for more information.

#### “To Do” List

**By February 6, please complete the RSVP form found at the end of this document and return it to Nan Ottenritter, Leading Forward Manager, at [nottenritter@aacc.nche.edu](mailto:nottenritter@aacc.nche.edu).**

**Also by February 6, complete items 1, 2, and 3 below and email your comments to Nan at the email address above. Please be as concise as possible with your descriptions.**

1. Provide a definition of “leadership development” by *briefly* addressing the following questions: (a) What is it? What does it encompass? (a) How can it be delivered? (c) How can it be measured? Your answers will help us to begin an intentional reflection process and dialogue about leadership that will continue at the summit. We will compile the responses and send them out with the pre-summit materials.
2. Information concerning your university’s leadership development program(s) can be found on AACC’s database of leadership programs for community college administrators at <http://199.75.76.22/leadership/leadership.asp>. If your institution’s programs are not entered there, feel free to enter them if you’d like. If they are entered and the information needs to be changed or updated, please contact Erin Delmonte at 202-728-0200 x 276 or [edelmonte@aacc.nche.edu](mailto:edelmonte@aacc.nche.edu).

3. Complete the following to give us an accurate picture of your current leadership development activities. If there are multiple programs, please provide separate entries for each program. Please be concise in your descriptions as this information will be compiled in an excel spreadsheet as a “leadership inventory.” We will send the inventory, along with the pre-summit materials, to all attendees one week before the meeting in order to begin our discussions from a common baseline.
  - a. College/Organization Name, Phone Number, Fax Number, URL:
  - b. Name of leadership program:
  - c. Program contact information: First Name, Last Name, Title, Organization, Street Address, City, State/Province, Zip/Postal Code, Work Phone, FAX, E-mail:
  - d. Year the leadership program started:
  - e. For whom is this program designed, what is the intended audience? (Any geographic restrictions? Any academic pre-requisites? Any restrictions on current or projected position/level in college? Any specific targeted populations?)
  - f. Approximate number of student graduates per year:
  - g. Topic areas typically covered:
  - h. Maximum amount of time allotted to complete program::
  - i. How participants are tracked (if they are):
  - j. How is eligibility of participants determined?
  - k. Who are the partners involved in offering this program?
  - l. Do you offer a non-credit program(s) as well? If so, include the program name(s) here.
  - m. Do you currently award credit for past or current leadership experiences of your students obtained through other credit and non-credit leadership development programs? If not, are you planning to do so in the future?
  - n. How would you describe your relationship to the community colleges in your service area? (For example, do you provide outreach or program(s) specifically targeted to particular colleges?)

We hope you can join us. Your presence is important to the success of this meeting and of the Leading Forward project! Thank you, in advance, for your cooperation and your attendance at the summit. If you have any questions, feel free to contact Nan at 202.728.0200 x230 or [nottenritter@aacc.nche.edu](mailto:nottenritter@aacc.nche.edu).

Sincerely,

Nan Ottenritter  
Manager, Leading Forward

Lynn Barnett  
Co-Director, Leading Forward

Margaret Rivera  
Co-Director, Leading Forward

cc: George Boggs  
Judy Lopes  
Arina Zonnenberg

# RSVP

Leading Forward  
AACC Leadership Summit of University Programs  
Washington, DC  
March 16, 2004

Email to Nan Ottenritter at [nottenritter@aacc.nche.edu](mailto:nottenritter@aacc.nche.edu) by February 6, 2004.

**Participant's Name:**

**Organization Name:**

**Business Address:**

**Business Phone:**

**Email:**

**Fax:**

**Overnight Mail Address (if different from above):**

**Hotel arrival date/time:**

**Hotel departure date/time:**

**Check one:  smoking room  non-smoking room**

**Check here  if you have any special physical or dietary needs and attach an explanation. An AACC staff member will contact you.**

**Thank you!**