

CALL FOR PRESENTERS:

NCAA CASE STUDY

September 25-28, 2024, at the 51st ANNUAL GATHERING
presented by the NATIONAL COUNCIL OF ARTS ADMINISTRATORS
at the Interlochen Center for the Arts

CASE STUDY TIMELINE:

May 20, 2024: Case Study Proposals Due

June 20, 2024: Acceptance Notifications

September 13, 2024: Accepted Case Study Materials Due

September 25, 2024: Case Studies Presented Wednesday Afternoon at the Conference

NCAA invites its members to apply to present a case study to be presented and discussed with conference attendees. Case studies follow this format:

- We typically have two case study presenters for one 75-minute session. Therefore, each presenter has approximately 30 minutes to present and discuss their case study.
- Using the attached case study model as a guide, each case study presentation will begin with a 5 – 10-minute introduction or readout of a "problem statement." In small groups, participants discuss the problem and brainstorm solutions. After several minutes of conversation, these groups share their analysis of the problem and possible solutions with the larger group.
- Upon conclusion of the group discussion, the presenter may provide a "solution" in the form of an insight(s), tool(s), new idea(s), interesting perspective(s), and/or ongoing concerns.
- Visuals are not necessary but may consist of materials needed to support small group conversations such as a photocopied handout of the case study to be given to each participant.
- Case studies can be loosely based on real dilemmas or challenging circumstances an administrator has experienced or be completely fictitious. Engaging case studies feature topics and issues that are timely and relevant to a wide range of arts administrators.
- **Please be prepared to support lively engagement and discussion among the audience.**

CASE STUDY PROPOSAL GUIDELINES: Interested members should submit a brief case study outline and send a one to two-sentence bio by May 20, 2024, to **Elissa Armstrong** (ecarmstrong@vcu.edu), **O. Gustavo Plascencia** (oplascen@mdc.edu) & **Paige Williams** (pwilliams@artacademy.edu).

ACCEPTED CASE STUDIES

If your case study is accepted, you'll be asked to email your topic title, very brief bio (one or two sentences), and the final version of your case study by the end of business on **Monday, September 13, 2024.**

CASE STUDY DATE, TIME, AND LOCATION

- Wednesday Afternoon, September 25, 2024, Time and Location TBD

NCAA CASE STUDY TEMPLATE 2024

Please prepare a narrative outline of the Case Study. An example is as follows:

The topic of the Case Study: *(ex. “Internal Candidate Tenure-Track Search Case”)*

Overview of the problem statement: Please summarize your topic in a 1-2 paragraph statement touching on the challenge, approach, and any important highlights. *(ex. “The proposed case study will focus on a tenure-track search that included an internal candidate. The search divided tenure/track and non-tenure eligible faculty in the department over a beloved instructor who’d held the position on a waiver for two years and was not selected for an on-campus interview. The department chair was not on the search committee, per HR policy, but the search committee and members of the department wanted the chair to get involved with what each group thought needed to be fixed within the search process. The chair had to decide what was and wasn’t appropriate for them to get involved with the search, how to deal with conflict between faculty, and HR policy.”)*

Baseline Information: Bullet the key issues and a list of points you would like each group to discuss:

(ex. Some of the issues to be discussed in the case study:

- *what was and wasn’t appropriate for the chair to get involved with the search,*
- *how to deal with conflict between faculty, communication strategy, responsibilities,*
- *what is the national, state, HR policy, title 9*
- *how best to heal the department and move forward*

Concluding Remarks:

Prepare participants to read out the group’s conclusion after the discussion.

The presenter may summarize the discussion, provide ongoing details, and/or report out on the outcomes.