Division of Student Affairs
Directory of Library Books

Books can be checked out from the office of the Vice Chancellor of Student Affairs

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Accountability

The OZ Principle
By Roger Connors, Tom Smith and Craig Hickman

Publication Date: May 4, 2010

The definitive book on workplace accountability by the New York Times bestselling authors of How Did That Happen?

Since it was originally published in 1994, The Oz Principle has sold nearly 600,000 copies and become the worldwide bible on accountability. Through its practical and invaluable advice, thousands of companies have learned just how vital personal and organizational accountability is for a company to achieve and maintain its best results.

At the core of the authors' message is the idea that when people take personal ownership of their organization's goals and accept responsibility for their own performance, they become more invested and work at a higher level to ensure not only their own success, but everyone's. Now more than ever, The Oz Principle is vital to anyone charged with obtaining results. It is a must have, must read, and must apply classic business book.
Advising Student Groups and Organizations


The authors have successfully combined a thorough analysis of the essential elements of student organization advising with practical tools to apply the concepts. This book is essential reading for those who aspire to be effective organizational advisors.--Sara A. Boatman, vice president for student affairs, Nebraska Wesleyan University

Student organization advisors play an increasingly important role on campus. Advising Student Groups and Organizations provides the knowledge base and skills advisers need to improve their effectiveness. From the rewards and challenges of advising student groups to the specific knowledge, skills and qualities advisers need on a daily basis, this comprehensive overview offers advisers both theoretical and practical guidelines. Readers will learn to motivate leaders, provide academic and career assistance, tackle budget and accounting issues and more.
Building Community

Journey Toward the Caring Classroom
A foundational perspective of adventure and experiential education is basic to this curriculum that offers accessible activities, reflection opportunities, life skills and academic applications for a variety of age levels. Also included are suggestions and ideas about how to facilitate the process.
Getting from College to Career


How do you get a job without experience and get experience without a job? It's the question virtually every college student or recent graduate faces. In Getting from College to Career, Lindsey Pollak offers the first definitive guide to building the experience, skills, and confidence you need before starting your first major job search. Her 90 action-oriented tips include strategies ranging from the simple to the expert, including: Avoid the biggest mistake in career prep and job hunting Subscribe to a daily newspaper E-mail like a professional Make every event a networking success Practice the eight essentials of internship achievement Perform five minutes of stand-up Overprepare for interviews Persist Getting from College to Career gives you the essential information and guidance you need to get your foot in the door of the real world. Don't start your first job search without it!
Raving Fans: A Revolutionary Approach To Customer Service
by Ken Blanchard  (Author), Sheldon Bowles (Author), Harvey Mackay (Foreword)
"Your customers are only satisfied because their expectations are so low and because no one else is doing better. Just having satisfied customers isn't good enough anymore. If you really want a booming business, you have to create Raving Fans."

This, in a nutshell, is the advice given to a new Area Manager on his first day--in an extraordinary business book that will help everyone, in every kind of organization or business, deliver stunning customer service and achieve miraculous bottom-line results.

Written in the parable style of *The One Minute Manager*, *Raving Fans* uses a brilliantly simple and charming story to teach how to define a vision, learn what a customer really wants, institute effective systems, and make Raving Fan Service a constant feature--not just another program of the month.

America is in the midst of a service crisis that has left a wake of disillusioned customers from coast to coast. *Raving Fans* includes startling new tips and innovative techniques that can help anyone create a revolution in any workplace--and turn their customers into raving, spending fans.
Difficult Conversations

Members of the Harvard Negotiation Project -- the organization that brought you the megabestseller GETTING TO YES -- show you how to handle your most difficult conversations with confidence and skill. Whether we're dealing with an underperforming employee, disagreeing with our spouse about money or child-rearing, negotiating with a difficult client, or simply saying "no", or "I'm sorry", or "I love you", we attempt to avoid difficult conversations every day. No matter how competent we are, we all have conversations that cause anxiety and frustration. This book can help. Based on fifteen years of research at the Harvard Negotiation Project, Difficult Conversations walks you through a proven step-by-step approach for how to have your toughest conversations with less stress and more success. It shows you how to prepare yourself; how to start the conversation without defensiveness; and how to keep it constructive and focused regardless of how the other person responds. You'll learn how to:

-- Decipher the underlying structure of every difficult conversation-- Interpret the significance of what is said -- and what is not-- Identify the erroneous but deeply ingrained assumptions that keep you stuck-- Manage strong emotions -- yours and theirs-- Spot ways your self-image affects the conversation -- and ways the conversation affects your self-image

Filled with examples from everyday life, Difficult Conversations will help you at home, on the job, or out in the world. It is a book you'll turn to again and again for advice, practical skills, and reassurance

How to Talk About Hot Topics on Campus

How to Talk About Hot Topics on Campus fills a gap in the literature by providing a resource that shows how to construct and carry out difficult conversations from various vantage points in the academy. It offers a theory-to-practice model of conversation for the entire college campus that will enable all constituencies to engage in productive and civil dialogue on the most difficult and controversial social, religious, political, and cultural topics. How to Talk About Hot Topics on Campus covers teaching highly controversial, potentially provocative subject matter as well as creating an institutional culture that welcomes and nourishes difficult conversations throughout campus life. The book speaks to faculty, student affairs staff, administrators, and students in all campus venues. Based on their experiences both in and out of classroom settings, Robert J. Nash, DeMethra LaSha Bradley, and Arthur W. Chickering outline a proven process they call moral conversation. Using concrete frameworks, ground rules, and examples, the authors clearly demonstrate how to put moral conversation into action. They map out how to justify, compose, launch, and facilitate respectful and engaging conversations about even the most controversial topics.
Diversity

A Mighty Long Way: My Journey to Justice at Little Rock Central High School
Paperback – July 27, 2010
by Carlotta Walls Lanier (Author), Lisa Frazier Page (Author), Bill Clinton

When fourteen-year-old Carlotta Walls walked up the stairs of Little Rock Central High School on September 25, 1957, she and eight other black students only wanted to make it to class. But the journey of the “Little Rock Nine,” as they came to be known, would lead the nation on an even longer and much more turbulent path, one that would challenge prevailing attitudes, break down barriers, and forever change the landscape of America. For Carlotta and the eight other children, simply getting through the door of this admired academic institution involved angry mobs, racist elected officials, and intervention by President Dwight D. Eisenhower, who was forced to send in the 101st Airborne to escort the Nine into the building. But entry was simply the first of many trials. Breaking her silence at last and sharing her story for the first time, Carlotta Walls has written an engrossing memoir that is a testament not only to the power of a single person to make a difference but also to the sacrifices made by families and communities that found themselves a part of history.

Bamboo Strong – Cultural Intelligence Secrets to Succeed in the New Global Economy
by David Clive Price, Ph.D.

A proven system to develop your Cultural Intelligence (CQ), with success strategies and inspiring examples from around the world. The business leaders of today face extraordinary complexity, rapid change and increasing diversity in their markets and workforces. And yet more than 90 per cent of global executives identify cross-cultural effectiveness as their biggest challenge. This book gives you the tools and confidence to transform your business, personal and financial performance.
Multicultural Competence in Student Affairs

Today’s leaders in higher education are focused on creating multicultural campuses. However, most higher education and student affairs professionals receive limited training for understanding the complexity of multicultural issues. If multiculturalism is to flourish on college campuses, education professionals must develop the sensitivity and awareness in affirming relevant multicultural issues and develop the skills needed to offer meaningful services to all their students. Multicultural Competence in Student Affairs is a unique resource that offers student affairs practitioners and faculty a guide that features a model of core competencies that embraces the broad scope of multicultural issues including race, class, religion, gender, sexual orientation, age, and abilities. Written by Raechele Pope, Amy Reynolds, and John Mueller—experts in the fields of student affairs and multiculturalism—this important book is based on the authors’ years of practice, teaching, research, and consulting. Comprehensive in scope, Multicultural Competence in Student Affairs contains the most current theory, useful models, and research-based findings. Multicultural Competence in Student Affair offers student affairs professionals the information they need and: Explores the seven core competencies needed for effective and ethical practice Contains scenarios that illustrate the ways multicultural issues affect the core competencies Describes the awareness, knowledge, and skills needed for effective student services work with multicultural issues Explains the administration, management, and leadership skills professionals need to manage effectively in a multicultural environment Outlines the helping relationships and interpersonal skills needed to work effectively with students and other professionals Explains how diversity can influence teaching and training In addition, this much-needed resource is filled with illustrative examples of best practices and useful case studies that will help professionals work effectively with a culturally diverse student population.

Unsung Living in the Shadows of a Legend

living in the shadows of a legend unsung heroes and heroes who marched with Dr martin Luther king Jr Discover the key to improve the lifestyle by reading this living in the shadows of a legend unsung heroes and heroes who marched with Dr martin Luther king Jr This is a kind of book that you require currently. Besides, it can be your preferred book to check out after having this living in the shadows of a legend unsung heroes and heroes who marched with Dr martin Luther king Jr Do you ask why? Well, living in the shadows of a legend unsung heroes and heroes who marched with Dr martin Luther king Jr is a book that has various characteristic with others. You could not should know which the author is, how well-known the job is. As smart word, never ever judge the words from who speaks, yet make the words as your inexpensive to your life.
Discrimination and racism has existed in America since the very early days of colonization. In the Declaration of Independence, our founding fathers declared "We hold these truths to be self-evident, that all men are created equal." and yet, it would be another 189 years before Americans would be equal by law. It has been suggested that with the passage of the Voting Rights Act of 1965, America had finally overcome its ugly past of racism and discrimination. As we entered into the new millennium, the author wondered if America had really set aside its biases and discriminatory practices. The author interviewed eight people as he developed the foundations for this book. One of the people he was honored to interview was Brian Swann, the brother of famous footballer Lynn Swann. Brian shared his story of a racially motivated encounter that he and his brother's had experienced in the 1970's in San Francisco, California, at the hands of the San Francisco Police Department. Each of the eight people interviewed for this book brought with them a different experience and viewpoint as it relates to discrimination and racism in America, and more specifically, white male privilege in America. The author brought these eight individual viewpoints together, and told their story as they relate to American history, from the early days of colonization through the present day. From the Publisher: Has America really overcome its ugly past of racism and discrimination? You decide, as you read Mark Rosenkranz's interviews with eight different people, including Brian Swann (brother of the former Pittsburgh Steelers star Lynn Swann who was also the 2006 gubernatorial candidate for the state of Pennsylvania.) Is it racism, or simply white male privilege? Either way, it is an issue that remains to be grappled with.
Intercultural/Sexual Orientation/Gender Identity

College Student Death: Guidance for a Caring Campus
Rosa Cintrón, Erin Taylor Weathers, Katherine Garlough

College Student Death: Guidance for a Caring Campus is the result of many years of collaboration with more than thirty contributors. It applies the knowledge of university personnel called upon to respond to student death on and off campus and to provide solace to family and the campus community. This book provides support to university staff in the immediacy of student death, guides the design of policy before a crisis occurs, and provide instructional considerations for faculty.

Empowering Women in Higher Education and Student Affairs: Theory, Research, Narratives, and Practice from Feminist Perspectives
Edited by Penny A. Pasque, Shelley Errington Nicholson

This book addresses the experiences and position of women students, from application to college through graduate school, and the barriers they encounter; the continuing inequalities in the rates of promotion and progression of women and other marginalized groups to positions of authority, and the gap in earnings between men and women; and pays particular attention to how race and other social markers impact such disparities, contextualizing them across all institutional types.

Enough Is Enough: A Student Affairs Perspective on Preparedness and Response to a Campus Shooting
Edited by Brian O. Hemphill & Brandi Hephner LaBanc

Enough is Enough presents first-hand accounts and experienced counsel from professionals who have lived through a violent incident, and continue to deal with its aftermath. They cover violence, suicide prevention, and mental health promotion in an integrated way, and offer a comprehensive plan to create a campus-wide system for collecting information about students at-risk for self-harm or violence toward others.
Although many issues must be addressed in understanding and responding to the needs of LGBT students, faculty, and staff, no road maps provide clear directions for how to proceed. This volume describes current issues, research, and policies, and seeks to assist institutions of higher education in their search for ways to support, and foster the success of, lesbian, gay, bisexual, and transgender college students, and to nurture LGBT faculty and staff.

Lesbian, gay, bisexual, and transgender (LGBT) students, faculty, and staff have always been a vital part of the history of American universities. Homophobia, transphobia, and heterosexism in the academy have, however, led to discrimination, harassment, and violence, as well as to more subtle incidents of exclusion, marginalization, and silence. Academic environments inhospitable to LGBT students, faculty, and staff also have stilted scholarship, teaching, and outreach in the pursuit of knowledge about LGBT lives.

Multicultural Student Services on Campus: Building Bridges, Re-visioning Community
Edited by Dafina Lazarus Stewart

For new professionals in multicultural student services (MSS), this book constitutes a thorough introduction to the structure, organization, and scope of the services and educational mission of these units. For senior practitioners it offers insights for re-evaluating their strategies, and inspiration to explore new possibilities.

The book discusses the history and philosophy of MSS units; describes their operation; asserts the need for integration and coherence across the multiple facets of their work and how their role is influenced by the character and type of their institutions; and considers the challenges and opportunities ahead.

Responding to the Realities of Race on Campus

This volume of *New Directions for Student Services* illuminates several realities regarding racism, cross-racial interaction, race-based educational inequities, and campus racial climates in higher education. Authors describe how student learning and development are stifled by the mistreatment of race as a taboo topic on most college and university campuses. They also discuss the disconnection between espoused and enacted
institutional values concerning inclusiveness and racial equity, as well as the need for increased accountability and intentionality.

In addition to igniting critical consciousness about one of the most vexing problems in American higher education, the chapters in this volume include several practical implications for reducing racial toxins in campus environments and engaging students in meaningful learning experiences about race inside and outside the classroom.

Chapters include

1. Nine Themes in Campus Racial Climates and Implications for Institutional Transformation
2. Beyond Artificial Integration: Reimagining Cross-Racial Interactions Among Undergraduates
3. Critical Race Perspectives on Theory in Student Affairs
4. Enhancing Racial Self-Understanding Through Structured Learning and Reflective Experiences
5. The Complicated Realities of Whiteness: From Color Blind to Racially Cognizant
7. Resituating Race into the Movement Toward Multiculturalism and Social Justice

The First Generation Student Experience: Implications for Campus Practice, and Strategies for Improving Persistence and Success

By Jeff Davis

At the heart of the book are 14 first-person narratives – by first-generation students spanning freshman to graduate years – that help the reader get to grips with the variety of ethnic and economic categories to which they belong. The book concludes by defining 14 key issues that institutions need to address, and offers a course of action for addressing them.
After the Wind
by Lou Kasischke

Near the top of Mount Everest, on 10 May 1996, eight climbers died. It was the worst tragedy in the mountain's history. Lou Kasischke was there. After the Wind tells the harrowing story of what went wrong, as it has never been told before - including why the climbers were so desperately out of time as the rogue storm struck. His personal story, captured in the title AFTER THE WIND, tells about the intense moments near the top. These moments also revealed the love story that saved his life. In the spring of 1996, Lou Kasischke joined renowned climber Rob Hall's Mount Everest expedition. When he said goodbye to his wife, Sandy, he knew he faced major physical and mental challenges against rock, snow, ice, avalanches, and extreme high altitude to climb the highest mountain in the world.

What Lou didn't know was that he also stood at the threshold of a living hell. Six weeks later near the top, things went wrong. Lou and his fellow climbers faced a challenge even greater than the mountain - the internal struggle about what to do when you are close but out of time. There were no second chances. Decisions were made. Some lived. Some died. It was the worst tragedy in Mount Everest history.

Lou wrote his account of the events 16 years ago in the aftermath of the tragedy, but only now is he ready to let it go. He tells two stories. One is about the historic events. His perspective and analysis about what happened and what went wrong have never been told, and his account differs markedly from what others have written. The truth in the story depends on who is telling it.

Lou also tells a very personal story about how he came back home. An inspiring story about where to go for inner strength when facing a tough decision. A story about his wife Sandy's part in his survival. A story about what he heard, after the wind - the voice of the heart. A love story.

Enhancing Student Learning: Setting the Campus Context
Frances K. Stage, Lemuel W. Watson, Melvin C. Terrell
Beginning with the premise that academic learning is a critical part of the overall personal development of each student, the authors show how student affairs professionals can work in harmony with their academic colleagues to create a campus milieu that is truly conducive to that development.
Giving Voice to Critical Campus Issues: Qualitative Research in Student Affairs
Kathleen Manning
This volume of case studies, based on original qualitative research, has been written expressly for student affairs educators and administrators at the college and university level. The book addresses the complex issues of classism, student suicide, alcohol-related death, acquaintance rape, multiracial identity, and the self-development of young adults with alcoholic parents.

Good to Great and the Social Sectors
Jim Collins Answers the Social Sector with a Monograph to Accompany Good to Great. 30-50% of those who bought Good to Great work in the Social Sector. This monograph is a response to questions raised by readers in the social sector. It is not a new book. Jim Collins wants to avoid any confusion about the monograph being a book by limiting its distribution to online retailers. Based on interviews and workshops with over 100 social sector leaders. The difference between successful organizations is not between the business and the social sector, the difference is between good organizations and great ones.

How Full Is Your Bucket?
by Tom Rath (Author), Donald O. Clifton (Author)
Did that person -- your spouse, best friend, coworker, or even a stranger -- "fill your bucket" by making you feel more positive? Or did that person "dip from your bucket," leaving you more negative than before?

The #1 New York Times and #1 BusinessWeek bestseller, How Full Is Your Bucket? reveals how even the briefest interactions affect your relationships, productivity, health, and longevity. Organized around a simple metaphor of a dipper and a bucket, and grounded in 50 years of research, this book will show you how to greatly increase the positive moments in your work and your life -- while reducing the negative.

Filled with discoveries, powerful strategies, and engaging stories, How Full Is Your Bucket? is sure to inspire lasting changes and has all the makings of a timeless classic.
Leadership and Self-Deception

By Spencer Johnson - Putnam (1998) - Hardback - 94 pages - ISBN 0399144463 has become a word-of-mouth phenomenon. Its sales continue to increase year after year, and the book’s popularity has gone global, with editions now available in over twenty languages.

Through a story everyone can relate to about a man facing challenges on the job and in his family, the authors expose the fascinating ways that we can blind ourselves to our true motivations and unwittingly sabotage the effectiveness of our own efforts to achieve success and increase happiness.

This new edition has been revised throughout to make the story even more compelling. And drawing on the extensive correspondence the authors have received over the years, they have added a section that outlines the many ways that readers have been using Leadership and Self-Deception to improve their lives and workplaces—areas such as team building, conflict resolution, and personal growth and development, to name a few.

Read this extraordinary book and discover what millions already have learned—how to consistently tap into an innate ability that dramatically improves both your results and your relationships.

Leadership on the Line

By Martin Linsky and Ronald A. Heifetz (Apr 18, 2002)


To lead is to live dangerously. It's romantic and exciting to think of leadership as all inspiration, decisive action, and rich rewards, but leading requires taking risks that can jeopardize your career and your personal life. It requires putting yourself on the line, disturbing the status quo, and surfacing hidden conflict. And when people resist and push back, there's a strong temptation to play it safe. Those who choose to lead plunge in, take the risks, and sometimes get burned. But it doesn't have to be that way say renowned leadership authorities Ronald Heifetz and Marty Linsky. In Leadership on the Line, they show how it's possible to make a difference without getting "taken out" or pushed aside. They present everyday tools that give equal weight to the dangerous work of leading change and the critical importance of personal survival. Through vivid stories from all walks of life, the authors present straightforward strategies for navigating the perilous straits of leadership. Whether parent or politician, CEO or community activist, this practical book shows how you can exercise leadership and survive and thrive to enjoy the fruits of your labor.
Leading at the Edge
by Dennis N. T. Perkins (Author), Margaret P. Holtman (Author), Paul R. Kessler (Author), Catherine McCarthy (Author)

"Part adventure story, part leadership guide, this intriguing book examines Shackleton's legendary Antarctic expedition through the lens of business - to reveal a set of powerful strategies for corporate leaders. In the chronicles of extraordinary adventures and against-the-odds survival, nothing compares to the story of Sir Ernest Shackleton and his team of South Pole explorers. Stranded in the frozen sea for nearly two years, they endured extreme temperatures, hazardous ice, dwindling food, complete isolation, and perpetual blackness. Yet, despite the seemingly insurmountable obstacles, the group remained cohesive, congenial, and mercifully alive - a fact that speaks not just to luck but to an unparalleled feat in leadership. Now, for the first time ever, "Leading at the Edge" draws on this amazing story to reveal the power of effective organizational leadership under conditions of uncertainty, ambiguity, and rapid change. The book uncovers 10 lessons - complete with stirring examples from the Shackleton expedition, as well as contemporary business case studies of the strategies in action - on what it takes to be a great leader. Readers learn how to: set a personal example with vivid symbols and behaviors; instill optimism while staying grounded in reality; reinforce the team message constantly; find something to celebrate and something to laugh about; and, have the courage to take big risks, and more. For managers and executives who feel stressed out or stretched thin, these memorable strategies will help bring order to chaos - and success in the face of the most daunting adversity".

Lincoln on Leadership
By: Donald T. Phillips

Only ten days before Abraham Lincoln took the oath of office in 1861, the Confederate States of America seceded from the Union, taking all Federal agencies, forts, and arenas within their territory. To make matters worse, Lincoln, who was elected by a minority of the popular vote, was thought of by his own advisors as nothing more than a gawky second-rate country lawyer with no leadership experience.

What Lincoln did to become our most honored and revered president is history; now his wisdom and leadership philosophy can help you run your business. In Lincoln on Leadership you'll discover why you should:

- Seize the initiative and never relinquish it.
- Wage only one war at a time.
- Avoid issuing order and instead request, imply, or make suggestions.
- Once in a while, let things slip, unbeknownst-like
- ... and much much more.
Making Good on the Promise
Edited by Jeanne L. Higbee and Alice A. Mitchell

Making Good on the Promise gets to the heart of the experience of student affairs professionals with disabilities, to the curricular changes needed in preparation programs for that profession, to the role and appropriate action needed by allies, and to resources that all can use in the education of self and others.

Maybe I Should
Edited by Florence A. Hamrick and Mimi Benjamin

Maybe I Should is designed to help graduate students and ne to midlevel student affairs professional heighten their knowledge of sensitivities to professional ethics in practice. Resources and suggestions are offered to instructors and facilitators who seek to incorporate professional ethics and case study analysis into formal educational or staff development activities.

Please Understand Me: Character and Temperament Types
Paperback – January 1, 1984
by David Keirsey (Author), Marilyn Bates (Author)

Does your spouse's need to alphabetically organize books on the shelves puzzle you? Do your boss's tsunami-like moods leave you exasperated? Do your child's constant questions make you batty? If you've ever wanted to change your mate, your coworkers, or a family member, then "Put down your chisel," advise David Keirsey and Marilyn Bates in this book of personality types. We are different for a reason, and that reason is probably more good than bad. Keirsey and Bates believe that not only is it impossible to truly change others (which they call embarking on a "Pygmalion project"), it's much more important to understand and affirm differences. Sounds easier than it is, you might say. Well, this book is a guide for putting an end to the Pygmalion projects in your life and starting on the path to acceptance.
Servant Leadership – A journey into the Nature of Legitimate Power and Greatness


Twenty-five years ago Robert Greenleaf published these prophetic essays on what he coined servant leadership, a practical philosophy that replaces traditional autocratic leadership with a holistic, ethical approach. This highly influential book has been embraced by cutting edge management everywhere. Yet in these days of Enron and what VISA CEO Dee Hock calls our "era of massive institutional failure," Greenleaf's seminal work must reach the mainstream now more than ever. Servant Leadership helps leaders find their true power and moral authority to lead. It helps those served become healthier, wiser, freer, and more autonomous. This book encourages collaboration, trust, listening, and empowerment. It offers long-lasting change, not a temporary fix and extends beyond business for leaders of all types of groups.

Strengths based on Leadership

By Tom Rath and Barry Conchie

For decades, Gallup scientists have researched the topic of leadership. They’ve surveyed a million work teams, conducted more than 50,000 in-depth interviews with leaders, and even interviewed 20,000 followers to ask what they admired in the most important leader in their life. The results of that research are unveiled in Strengths-Based Leadership. Using Gallup’s discoveries, authors Tom Rath and Barry Conchie identify three keys to being an effective leader and use firsthand accounts from highly successful leaders — including the founder of Teach for America and the president of The Ritz-Carlton — to show how each person’s unique talents can drive their success. Loaded with novel research, inspiring stories, and actionable ideas, Strengths-Based Leadership offers a new roadmap for leading people toward a better future.

Systemic Leadership

Kathleen E. Allen and Cynthia Cherrey

Systemic Leadership examines how technology has fostered an era of collaboration, connectedness, and networked knowledge that demands a new systemic approach of leadership and change in organizations.
The 7 Habits of Highly Effective People
By Stephen R. Covey Paperback – 2004 by -Author- (Author)

Stephen Covey, an internationally respected leadership authority, realizes that true success encompasses a balance of personal and professional effectiveness, so this book is a manual for performing better in both arenas. His anecdotes are as frequently from family situations as from business challenges. Before you can adopt the seven habits, you'll need to accomplish what Covey calls a "paradigm shift"—a change in perception and interpretation of how the world works. Covey takes you through this change, which affects how you perceive and act regarding productivity, time management, positive thinking, developing your "proactive muscles" (acting with initiative rather than reacting), and much more. This isn't a quick-tips-start-tomorrow kind of book. The concepts are sometimes intricate, and you'll want to study this book, not skim it.

Toward Acceptance: Sexual Orientation Issues on Campus
Edited by Vernon A. Wall and Nancy J. Evans

Toward Acceptance is a systematic study of the complex issues facing gay, lesbian, bisexual, and transgendered persons on college campuses. It is organized into five distinct sections, Toward Acceptance builds on the content included in Evans and Wall's previous book, BEYOND TOLERANCE: GAYS, LESBIANS, AND BISEXUALS ON CAMPUS.
Professional Development

It's Okay to Be the Boss: The Step-by-Step Guide to Becoming the Manager Your Employees Need
Hardcover – March 13, 2007 by Bruce Tulgan (Author)

Do you feel you don't have enough time to manage your people?
Do you avoid interacting with some employees because you hate the dreaded confrontations that often follow?
Do you have some great employees you really cannot afford to lose?
Do you secretly wish you could be more in control but don't know where to start?

Managing people is harder and more high-pressure today than ever before. There's no room for downtime, waste, or inefficiency. You have to do more with less. And employees have become high maintenance. Not only are they more likely to disagree openly and push back, but they also won't work hard for vague promises of long-term rewards. They look to you—their immediate boss—to help them get what they need and want at work.

How do you tackle this huge management challenge? If you are like most managers, you take a hands-off approach. You "empower" employees by leaving them alone, unless they really need you. After all, you don't want to "micromanage" them and don't have the time to hold every employee's hand. Of course, problems always come up and often snowball into bigger problems. In fact, you probably spend too much of your time solving problems and falling behind on your work . . . which leaves even less time for managing people . . . which opens the door for even more problems!

Who Moved My Cheese?: An Amazing Way to Deal with Change in Your Work and in Your Life
Hardcover – September 8, 1998

by Spencer Johnson (Author), Kenneth Blanchard

A timeless business classic, Who Moved My Cheese? uses a simple parable to reveal profound truths about dealing with change so that you can enjoy less stress and more success in your work and in your life.

It would be all so easy if you had a map to the Maze.
If the same old routines worked.
If they'd just stop moving "The Cheese."
But things keep changing...

Most people are fearful of change, both personal and professional, because they don't have any control over how or when it happens to them. Since change happens either to the individual or by the individual, Dr. Spencer Johnson, the coauthor of the multimillion bestseller The One Minute Manager, uses a deceptively simple story to show that when it comes to living in a rapidly changing world, what matters most is your attitude.
Exploring a simple way to take the fear and anxiety out of managing the future, *Who Moved My Cheese?* can help you discover how to anticipate, acknowledge, and accept change in order to have a positive impact on your job, your relationships, and every aspect of your life.
General Student Affairs

Assessment Methods for Student Affairs 1st Edition
by John H. Schuh and Associates (Author), M. Lee Upcraft (Foreword)

Editor John Schuh and his fellow contributors, all experts in the field, detail the methodological aspects of conducting assessment projects specifically for the student affairs practitioner who is ready to conduct assessment projects, but is not quite sure how to manage their technical aspects. Using a variety of case studies and concrete examples to illustrate various assessment approaches, the authors lead the reader step-by-step through each phase of the assessment process with jargon-free, hands-on guidance.

Beginning Your Journey: A Guide for New Professionals in Student Affairs

(Fourth Edition) 2015 by Marilyn J. Amey and Lori M. Reesor

The transition from graduate school to a full-time position in student affairs can be filled with both opportunities and challenges. In order to be successful, new professionals must understand the organizational and political realities of working on college and university campuses. Beginning Your Journey: A Guide for New Professionals in Student Affairs addresses the most critical and current issues for those entering the field. In this comprehensive guide, seasoned student affairs leaders and new professionals share practical advice and offer broad perspectives on: managing the first job search and networking professionally; seeking opportunities for career advancement; supervising student affairs staff; achieving work-life balance; defining professional and personal ethics; collaborating with faculty colleagues; handling critical incidents and larger crises; assessing student learning outcome; and using technology and social media effectively. Whether you are moving into student affairs from a graduate preparation program or making a career change, this book shows you how to navigate and negotiate within the higher education landscape.
Building the Academic Deanship: Strategies for Success

(ACE/Praeger Series on Higher Education)

by Gary S. Krahenbuhl (Author)

Krahenbuhl explains with clarity how one can improve his or her chances for success in the role of dean. According to the author, the major key to success is preparedness. Those individuals who succeed in this role are not so much the beneficiaries of chance as they are those who are prepared. Thus, each chapter offers information, observations, and examples that give insight into the role of dean. Attention is given to the review of personal attributes, sound habits, essential understandings, and basic skills observed in successful deans, and more broadly in successful leaders. Krahenbuhl believes successful deans are those who are able to imagine the possibilities for growth and improvement that exist within their institutions, those with vision. Unlike many positions, there are no formal professional programs for those seeking positions of academic leadership. Promotions in all fields involve a period of learning. It is difficult to imagine anyone moving to a new leadership position and being fully prepared to perform from the first day. Colleges today, like corporations, operate in a competitive world and at a time of great change. Each decision made by a dean may reshape a college and affects its competitive advantage either positively or negatively. The purpose of Building the Academic Deanship: Strategies for Success is to acquaint individuals either who are newly appointed deans or who are about to become academic deans with the typical challenges that come with such leadership positions. What works in one setting is almost never immediately transportable to another setting. To be helpful, a book such as this is successful only if it helps the reader develop a mind better prepared to lead a college.

Complexities of Higher Education Administration: Case Studies and Issues

by Mary Lou Higgerson (Author), Susan S. Rehwaldt (Author), John B. Bennett

Based on extensive experience in administration, in teaching, and in running workshops for administrators, the authors have assembled a collection of cases focused on topics common to academic administration. This book:

* offers sixteen generalized cases based on real situations
* combines higher education administration and communication theory
* includes indices for selecting cases by institution type, level and constituency, issues and tasks, and communication skills
* is a valuable resource for practicing administrators
* is an ideal text for graduate courses in educational administration, organizational communication, and management.
Nobody Calls Just to Say Hello: Reflections on Twenty-Two Years in the Illinois Senate

Paperback – March 22, 2017

by Philip J. Rock (Author), Ed Wojcicki (Author)

A loyal partisan and highly principled public official whose career overlapped with those of many legends of Illinois politics-including Mayor Richard J. Daley, Governor James Thompson, and Illinois House Speaker Michael Madigan-Democrat Philip J. Rock served twenty-two years in the Illinois Senate. Fourteen of those years were spent as senate president, the longest tenure anyone has served in that position. This nuanced political biography, which draws on dozens of interviews conducted by Ed Wojcicki to present the longtime senate president's story in his own words, is also a rare insider's perspective on Illinois politics in the last three decades of the twentieth century.

A native of Chicago's West Side, Rock became one of the most influential politicians in Illinois during the 1970s and 1980s. As a senator in the 1970s and senate president from 1979 to 1993, he sponsored historic legislation to assist abused and neglected children and victims of domestic violence, ushered the state through difficult income tax increases and economic development decisions, shepherded an unruly and fragmented Democratic senate caucus, and always was fair to his Republican counterparts. Covering in great detail a critical period in Illinois political history for the first time, Rock explains how making life better for others drove his decisions in office, while also espousing the seven principles he advocates for effective leadership and providing context for how he applied those principles to the legislative battles of the era.

Unlike many Illinois politicians, Rock, a former seminarian, was known for having a greater interest in issues than in partisan politics. Considered a true statesman, he also was known as a skilled orator who could silence a busy floor of legislators with his commentary on important issues and as a devoted public servant who handled tens of thousands of bills and sponsored nearly five hundred of them himself.

Nobody Calls Just to Say Hello, which takes its title from the volume of calls and visits to elected officials from constituents in need of help, perfectly captures Rock's profound reverence for the institutions of government, his respect for other government offices, and his reputation as a problem solver who, despite his ardent Democratic beliefs, disavowed political self-preservation to cross party lines and make government work for the people. Taking readers through his legislative successes, bipartisan efforts, and political defeats—including a heartbreaking loss in the U.S. Senate primary to Paul Simon in 1984—Rock passionately articulates his belief that government's primary role is to help people, offering an antidote to the current political climate with the simple legislative advice, "Just try to be fair, give everyone a chance, and everything else comes after that."
Job One: Experiences of New Professionals in Student Affairs

Edited by Peter Magolda and Jill Carnaghi

*Job One* focuses on nine narratives written by new professionals about their introduction and transitions into student affairs. It also includes four chapters co-written by senior student affairs professionals and preparation program faculty who synthesize, integrate, and theoretically interpret the new professionals' narratives. Recommendations included in the final chapter focus on re-conceptualizing graduate preparation programs and professional development events.

Putting Students First


In *Putting Students First*, the authors argue that colleges can and should invest in holistic student development by recognizing and building on the students’ search for purpose in life, intellectually, spiritually, and morally. Based on a study conducted at ten religiously-affiliated schools, the book urges all colleges to rethink their approach to teaching and advising the increasingly diverse students of today; their critical mission should be to prepare students to become ethically responsible and active contributors to society, as well as critical thinkers and skilled professionals. *Putting Students First* offers perspectives and recommendations in areas of holistic student development such as Understanding millennial college students The role of faculty in defining culture The design and implementation of curriculum The impact of cocurricular involvement Fostering relationships with on-campus and off-campus communities By organizing the campus environment into “4Cs”—culture, curriculum, cocurriculum, and community—the authors create a conceptual framework for faculty, student affairs staff, and administrators to discuss, plan, and create college environments that effectively support the learning and development of students. Each chapter includes an introduction, evidence and analysis, a summary, and questions to help readers consider how to develop students holistically on their own campuses.
Shifting Paradigms in Student Affairs: Culture, Context, Teaching and Learning

By Jane Fried

*Shifting Paradigms* is addressed to all student affairs professionals whose primary focus is student learning. Faculty members in preparation programs, senior administrators and student development educators in residence halls, student unions or career counseling offices will use the ideas presented in different ways. Nevertheless, the book has a common purpose for all readers which is to assert the educational functions of student affairs and services, and to situate student development education solidly within the mission of colleges and universities in the United States.

State of the Art of Preparation and Practice in Student Affairs: Another Look

Edited by Nancy Evans and Christine Phelps Tobin

This book is a revised and updated version of the original STATE OF THE ART monograph that was edited by Robert B. Young and Leila V. Moore in 1988. The revised edition presents a visionary reexamination of the status of student affairs preparation and practice by some of the field's leading thinkers. In the years since the original monograph was prepared, higher education has been bombarded with issues resulting from the rapid changes in society. This book is to assist practitioners and educators with these challenges.

Student Affairs: A Profession's Heritage Second Edition

Edited by Audrey Rentz

This second and expanded edition of STUDENT AFFAIRS was undertaken to make the previously published collection of materials spanning 57 years from 1919 to 1976, inclusive through 1990. Included are articles perceived to represent the basic elements that influenced the growth of the profession in the context of American higher education and that describe the core values and ideas that have guided the development of student personnel to student affairs.
The Academic Administrator and the Law: What Every Dean and Department Chair Needs to Know

Volume 26, Number 5 1st Edition

by J. Douglas Toma (Author), Richard L. Palm (Author)

Synthesizes the research literature on legal issues that arise when school deans and department chairs perform their many duties. Pays particular attention to the judicial process, plus areas of employment, student affairs, and external regulation.

The Handbook of Student Affairs Administration

By George McClellan, Jeremy Stringer and Associates


What issues and trends affect higher education and student affairs today? In this fully updated handbook, leading experts discuss the answer to this and other essential questions. They provide a definitive reference for student affairs professionals at all levels of administration and management. The handbook offers specific, practical advice as well as broad approaches to planning and problem solving. It contains modernized discussions on such critical topics as institutional mission, institutional governance, understanding campus environments, finance and budgeting, assessment, program planning, staff selection, training and evaluation, and much more.

Toward Acceptance: Sexual Orientation Issues on Campus

Edited by Vernon A. Wall and Nancy J. Evans

Toward Acceptance is a systematic study of the complex issues facing gay, lesbian, bisexual, and transgendered persons on college campuses. It is organized into five distinct sections, Toward Acceptance builds on the content included in Evans and Wall's previous book, BEYOND TOLERANCE: GAYS, LESBIANS, AND BISEXUALS ON CAMPUS.
Where You Work Matters

Joan B. Hirt

Where You Work Matters offers current and future administrators a greater appreciation for the vibrancy and complexity of the student affairs profession. This volume challenges the widely held assumption that the professional practice of student affairs administration transcends the influence of organizational culture. Based on data and commentaries from more than 1,100 practitioners, this book describes how the experience of student affairs administrators varies by institutional type. The findings paint a multifaceted and integrated portrait of the profession.
Reflection

Opt to Outcome
Combining more than 30 years of facilitating, training and teaching experience, the authors use field-tested approaches to create a group reflection experience that maximizes engagement, participation and, most importantly, learning. The 5 Question Model takes the essential elements of classic learning cycles debriefing and presents them in such a way that they can be quickly understood, used and taught to a wide variety of skill levels.
Service

Three Cups of Tea
One man's campaign to build schools in the most dangerous, remote, and anti-American reaches of Asia: in 1993 Greg Mortenson was an American mountain-climbing bum wandering emaciated and lost through Pakistan's Karakoram. After he was taken in and nursed back to health by the people of a Pakistani village, he promised to return one day and build them a school. From that rash, earnest promise grew one of the most incredible humanitarian campaigns of our time--Mortenson's one-man mission to counteract extremism by building schools, especially for girls, throughout the breeding ground of the Taliban. In a region where Americans are often feared and hated, he has survived kidnapping, death threats, and wrenching separations from his wife and children. But his success speaks for itself--at last count, his Central Asia Institute had built fifty-five schools.--From publisher description.
Student Employment

Profiles of Successful Student Affairs Leaders

The chapters in this book reveal a great deal about leadership. Current student affairs administrators and those who aspire to become senior student affairs officers will find insight, knowledge, inspiration, and compassion in these profiles. It is hoped that a new generation of student affairs leaders will learn from the lives and careers of the highly successful men and women described in this book.
Teambuilding

50 More ways to Use your Noodle
This sequel includes games, problem-solving activities, and water-based games for kids and adults. Features instructions, scenarios, pictures and diagrams. Perfect for team building, energizers, social events and more

Book of Raccoon Circles
Teamwork & Teamplay, and Tom (Smith) have expositorily teamed up to record the history, philosophy, ceremony and surprisingly numerous activities that can be attempted using just a piece of webbing, resulting in this reference book you were wise enough to purchase." (Taken from "The Book on Raccoon Circles"/Introduction by Karl Rohnke)