



2013 CCAS SEMINARS for DEPARTMENT CHAIRS

July 11-13 in Indianapolis, IN
October 6-8 in San Diego, CA

The CCAS SEMINAR FOR DEPARTMENT CHAIRS/HEADS provides a forum in which chairs—new and experienced— can examine the art of departmental administration through close interaction with colleagues from multiple disciplines and from institutions around the country. Presentations by experienced department chairs will focus on actual techniques used successfully by chairs, as well as ideal models of administration. Group discussion is critical to the seminar format; therefore, registration is limited. Two social hours, breakfast and lunch on the second day, and breakfast on the third day provide opportunities for interchange among participants. All banquet functions are included in the registration fee.

Comments from previous participants:

“The discussions are great – having people from many different institutions – and types of institutions – give their insights is the most valuable thing.”

“I would recommend this seminar to any and all chairs.”

“Social hours & opportunities to exchange information one-on-one and in small groups were invaluable, not just for commiseration/venting but especially for the suggestions and new perspectives.”

“Great balance of presentation and discussion.”

“I found this seminar to be illuminating. It really should be a requirement for all new chairs.”

“Very inspiring. I return to my campus with much more confidence and insight.”

Seminar Directors:



GOLDIE S. BYRD,
Dean
*College of
Arts & Sciences
North Carolina A&T
State University*



JOHN D. MURRAY,
Dean
*College of
Arts & Sciences
Indiana State
University*

Facilitators:

Four experienced department chairs and associate deans from a range of disciplines and institutional types will offer small-group and individual sessions with seminar participants.

Registration

The Seminar is open to chairs/heads at accredited baccalaureate degree-granting CCAS member institutions. Due to space limitations, **no more than TWO chairs from the same institution** will be admitted. **The first 40 registration requests will be accepted; additional requests will be wait-listed in order of receipt.**

To register: www.ccas.net. Under Events, click the event you wish to attend. Register as a New Customer.

Registration Fee: \$550 (\$750 for non-member institutions).

Includes seminar materials, two social hours, two breakfasts, and one luncheon.

Travel Plans

Both these cities have a plethora of attractions. **Participants from previous seminars have said that they wished they had added an extra day to explore before or after the seminar.** Both hotels have extended the group rate for several days on either side of the event, on a space-available basis. You are urged to make your hotel reservations (see below) after receiving confirmation of registration, or in no case later than the reservation deadline.

July 11-13 in Indianapolis, IN
Thursday-Saturday

Registration deadline for the seminar is **June 27**.
Payment must be received by that date.

Please note: Registration is likely to fill well before these cut-off dates.

Cancellation: For written cancellations received in the CCAS office by 5:00 p.m. EST on **July 3**, CCAS will refund the registration fee, less a \$55 administrative fee. After July 3, no refunds will be granted due to catering guarantees.

Flights are into Indianapolis International Airport (IND).

Omni Severin Hotel Indianapolis
40 West Jackson Place

Rate: \$139 single/double plus tax

Hotel reservation deadline: **June 26**

To make reservations:
<http://tinyurl.com/OmniHotel-CCAS>

or call 1-800-The-Omni (800-843-6664)
and ask for the CCAS group code 12700312899

October 6-8 in San Diego, CA
Sunday-Tuesday

Registration deadline for the seminar is **September 20**.
Payment must be received by that date.

Please note: Registration is likely to fill well before these cut-off dates

Cancellation: For written cancellations received in the CCAS office by 5:00 p.m. EST on **September 27**, CCAS will refund the registration fee, less a \$55 administrative fee. After September 27, no refunds will be granted due to catering guarantees.

Flights are into San Diego International Airport (SAN).

Bahia Resort Hotel San Diego
998 West Mission Bay Dr.

Rate:
\$159 single/double plus tax for Standard Room
\$179 single/double plus tax for Garden Studio

Hotel reservation deadline: **September 16**

To make reservations:
<http://tinyurl.com/BahiaHotel-CCAS>

or call 1-800-576-4229 and ask for the group rate for the CCAS Department Chairs Seminar

Preliminary Program

DAY ONE

3:00 – 5:45pm
Seminar Registration

4:00 – 5:45pm
Opening Plenary: The Chair as Academic Leader

6:00 – 7:00pm
Networking Social Hour
Dinner on your own

DAY TWO

7:30 – 8:30am
Breakfast Buffet

8:30 – 10:00am
The Basics for New Chairs
OR
Problem-Solving for Experienced Chairs

10:30am – Noon
Managing People & Conflict

Noon – 2:00pm
Luncheon

2:00 – 5:30pm
Recruitment, Retention, & Development of Faculty and Working with the Dean

5:30 – 6:30pm
Reception

DAY THREE

7:30 – 8:30am
Continental Breakfast

8:30 – 10:30am
Case Studies

11:00am – Noon
Taking Care of Yourself
Last Burning Questions

For more information, please contact:

Telephone **757-221-1784**; email ccas@wm.edu; webpage www.ccas.net

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