



2016 SEMINARS for DEPARTMENT CHAIRS

Sponsored by the Council of Colleges of Arts and Sciences

February 25-27 in Midtown Atlanta

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 upon actual techniques that chairs use, 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 DIRECTOR



JEANNE HEY,
Dean
*College of Arts and
Sciences, University
of New England*

FACILITATORS

Four experienced department chairs and associate deans from a variety 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 *Department Chair Seminar—February 2016*. Register as a New Customer.

REGISTRATION FEE: \$550. Includes seminar materials, two social hours, two breakfasts, and one luncheon.

Registration deadline for the seminars is **February 11**. Payment must be received by that date.

TRAVEL PLANS

You are urged to make your hotel reservations (see below) after receiving confirmation of registration, or in no case later than the reservation deadline.

PRELIMINARY PROGRAM

DAY ONE

3:00–6:00pm

Seminar Registration

4:00–5:00pm

**The Chair as
Academic Leader**

5:00–6:00pm

**Issues in
Resource Management**

6:00–7:00pm

Networking Social Hour

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

Taking Care of Yourself

DAY THREE

7:30–8:30am

Continental Breakfast

8:30–10:30am

Case Studies

11:00–11:45am

Wrap-up

February 25-27, 2016

Midtown Atlanta, Georgia

Registration deadline for the seminar is **February 11**. Payment must be received by that date.

Please note: Registration is likely to fill well before the cut-off date.

Cancellation: For written cancellations received in the CCAS office by 5:00 p.m. EST on **February 18**, CCAS will refund the registration fee, less a \$55 administrative fee.

Flights are into Atlanta Hartsfield Airport (ATL).

Atlanta Marriott Suites Midtown
35 14th Street NE

RATE: \$152 single/double plus tax
Check-in time is after 4pm and check-out is 12pm.

HOTEL RESERVATION DEADLINE: February 4

TO MAKE RESERVATIONS:
Click on [group rate](#) or call 1-800-228-9290 and ask for the group rate for the Council of Colleges of Arts & Sciences Seminar.

For more information, please contact:

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