

SEMINARS for DEPARTMENT CHAIRS

Sponsored by the Council of Colleges of Arts and Sciences

JULY 21-23

(THURSDAY-SATURDAY)

Hyatt Regency Chicago

Chicago, Illinois

OCTOBER 2-4

(SUNDAY-TUESDAY)

Bahia Resort Hotel

San Diego, California

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.

SEMINAR DIRECTORS



JULY

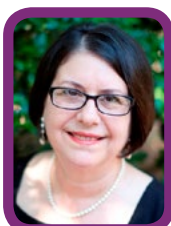
Jonathan Millen

Dean of the College of Liberal Arts and Sciences, Rider University

OCTOBER

Sharon Nell

Dean of the School of Humanities, St. Edward's University



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 the event you wish to attend. 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 **July 7** and **September 16**, respectively. Payment must be received by that date.

CANCELLATION: For written cancellations received in the CCAS office by 5:00 p.m. EST on **July 15** and **September 26**, respectively, CCAS will refund the registration fee, less a \$55 administrative fee. After those dates no refunds will be granted.

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.

PRELIMINARY PROGRAM

DAY ONE

3:00–6:00pm

Seminar Registration

4:00–6:00pm

**Opening Plenary:
The Chair as
Academic Leader**

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

Last Burning Questions

CHICAGO

Flights are into O'Hare International Airport (ORD) or Midway International Airport (MDW)

HOTEL INFORMATION

Hyatt Regency Chicago
151 East Wacker Drive
Chicago, Illinois 60601

RATE

\$199 single/double plus tax

HOTEL RESERVATION DEADLINE

July 6

TO MAKE RESERVATION

Click on: <http://bit.ly/1RslAEN> or call 888-421-1442 and ask for the Council of Colleges of Arts & Sciences group rate.

SAN DIEGO

Flights are into San Diego International Airport (SAN)

HOTEL INFORMATION

Bahia Resort Hotel, San Diego
998 West Mission Bay Drive
San Diego CA 92109

RATE

\$162 single/double plus tax

HOTEL RESERVATION DEADLINE

September 12

TO MAKE RESERVATION

Click on: <http://bit.ly/1QvDM0o> or call 1-800-576-4229 and ask for the group rate for the CCAS Seminar for Department Chairs (Group Code 3561).