

## Council of Colleges of Arts & Sciences at a glance...

### Founded in 1965

CCAS was founded to provide opportunities for deans of arts and sciences to discuss issues of common concern and to advocate for the intellectual stature and the public understanding of the disciplines of the arts and sciences.

Representing 600 deans of arts and/or sciences and 1000 associate and assistant deans

### Dues

Large institutions ..... (>10,000 undergraduates)	\$650
Medium institutions ..... (3000-9999 undergraduates)	\$440
Small institutions..... (fewer than 3000 undergraduates)	\$330

### Governance

CCAS is governed by a Board of Directors, consisting of four officers (president, past president, president-elect, and treasurer) and 12 members serving three-year term appointments.

2009-2010 Board President:  
Paul B. Bell, Jr.  
The University of Oklahoma

### Executive Office

Host institution: The College of William & Mary  
Anne-Marie McCartan, Executive Director

## How to Get Involved

### Leadership Opportunities

A&S deans seeking an opportunity for professional service at the national level can stand for election to the Board of Directors; chair a standing committee or special-purpose committee; organize a panel for the Annual Meeting; author a case study; serve as a director or facilitator for a workshop or seminar; or write an article or editorial for the *Newsletter*.

### Standing Committees

Currently, five standing committees represent member interests by institutional type (Research, Comprehensive, Metropolitan/Urban, Liberal Arts, and Private), and two by special interests (Associate/Assistant Deans and Cultural Diversity). Committees organize and present a panel at the Annual Meeting and bring to the attention of the Board of Directors any ideas or issues of concern to their constituency.

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<http://www.ccas.net>

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## Member Benefits & Services



Dedicated to  
networking deans  
of arts & sciences



## Communication & Membership Data

### Web Site. <http://www.ccas.net>

This website is the central location for all news and information about CCAS events and services. Upon joining, each member is provided a unique login ID that facilitates conference registration and allows secure views of member-only documents. Changes in member profiles, and additions and deletions of staff members, can be made directly by members.

### Newsletter

Published five times a year, the *CCAS Newsletter* keeps members abreast of upcoming conferences and seminars; reports on recent events; announces position changes of members (Changing of the Guard); features a CCAS member dean; and includes an editorial from the executive director.

### Customer-service email address

The official CCAS email address, [ccas@wm.edu](mailto:ccas@wm.edu), is monitored hourly 9-5 EST. Members and their staff are urged to write with any questions or requests.

### Membership Directory

Each fall, a comprehensive directory is published that lists members by institution, state, Carnegie classification, and individual. The Constitution and Bylaws, listing of past presidents, and history of Annual Meeting sites also are included. The directory is available online and in hard copy.

### Online searchable membership database

From the website, members can search for other CCAS members by institutions, state, or discipline.

### Listservs and Archive

CCAS maintains two listservs to facilitate discussion and networking among its members: [ccas-deans@lists.wm.edu](mailto:ccas-deans@lists.wm.edu), and [ccas-associateassistantdeans@lists.wm.edu](mailto:ccas-associateassistantdeans@lists.wm.edu). The listservs are used to query fellow deans about institutional practices and policies. Those that generate sufficient discussion are summarized and posted in a listserv archive (under Members Only at [www.ccas.net](http://www.ccas.net)).

### Mailing labels

Members may purchase mailing labels of member deans from CCAS. Two sets of labels are available: “Deans Labels” number approximately 600 names and addresses of member deans; “Decanal Staff Labels” includes the entire 1500-member list of deans, associate, and assistant deans. Deans Labels are \$100 for an e-mailed Excel spreadsheet and \$200 for hard-copy labels. Decanal Staff Labels are \$150 (e-mailed) or \$250 (hard copy).

## Dean’s Office Benefits & Services

### Membership for all decanal staff

Membership in CCAS is paid by institution, so deans can include all associate and assistant deans as individual members for no additional charge. Associate and assistant deans, as well as other A&S staff, may attend the Seminar Series, Webinar Series for Busy Deans, and pre- and post-Annual Meeting workshops.

### Special features for Associate/Assistant Deans

Associate and assistant deans are considered an important constituency of CCAS. As such, CCAS maintains a listserv for associate/assistant deans; has a standing committee to address issues of concern; publishes job postings on the website; allows for service on the Board of Directors; and welcomes them at all seminars and workshops.

### New Hires Survey

Each summer CCAS surveys member institutions for information on salaries and start-up costs paid for newly hired tenured and tenure-track faculty members, by discipline. In November, the summary is available to all members under Members Only on [www.ccas.net](http://www.ccas.net). A summary of the findings appears in the *CCAS Newsletter*.

### FAQ brochure

To assist deans with articulating the value and benefits of a liberal education, a Frequently Asked Questions brochure is available for use by members – on college/school websites, for presentations, and to share with staff and students.

## Partnerships & Special Programs

### Associate Membership in ICFAD

By cooperative agreement with the International Council of Fine Arts Deans, CCAS members can join as associate members of ICFAD for \$100. ICFAD holds an annual conference and maintains an active listserv focusing on issues important to those overseeing the fine arts. For additional information on joining ICFAD, contact Elizabeth Cole, Executive Director, at (941)753-0080 or [colee@icfad.org](mailto:colee@icfad.org).

### CHANGE magazine

By special arrangements with Heldref Publishing, CCAS members can subscribe to *Change- the Magazine for Higher Education* at a discounted rate off the list price. Contact [ccas@wm.edu](mailto:ccas@wm.edu) for details.

### Advancing Women in STEM disciplines

CCAS, with the University of Northern Colorado serving as host institution, is the recipient of a four-year National Science Foundation grant to further the advancement of women in the sciences, technology, engineering, and mathematics. Along with infusing gender-equity training into ongoing programs, CCAS will sponsor other activities to support the aims of NSF’s Project ADVANCE.

## Professional Development Opportunities

### Annual Meeting

For 44 years, CCAS has held its annual meeting in early November. Highlights include a nationally prominent speaker on the arts and sciences; updates on federal legislation of interest to deans; concurrent panels with member deans featuring best practices; small-group discussions of case studies written by deans; luncheon table discussions; and more. All events are designed to enhance networking opportunities for attendees. CCAS members receive a discounted registration rate.

### The Seminar Series

This series is designed to focus on practical issues of concern to deans and decanal staff. Topics include Fiscal Issues, Marketing & Media, Deans & Development, The Washington Seminar, Personnel Management, Conflict Management, Legal Issues in Higher Education, and Effective Collaboration in Teacher Preparation. Leaders are CCAS member deans and—where appropriate—outside experts on the subject. These two-three day seminars typically are scheduled for March and September.

### Seminar for New Deans

Each July, CCAS offers a three-day summer seminar for new or recently appointed deans, covering the essentials of running a college. The seminar is arranged so that participants spend time learning about, sharing, and debating approaches to the common core of challenges that all deans face. Throughout the various sessions, attention is paid to honing analytical and decision making skills. All sessions are organized to include considerable interaction among the participants. The facilitators for this seminar are experienced arts and sciences deans who will lead discussions and provide commentary.

## Benefits & Services for Individual Members

### Job postings

This open-access feature of [www.ccas.net](http://www.ccas.net) allows institutions and search firms to post openings for upper-level academic administrative positions. Click on Job Postings and follow the prompts.

### Washington, D.C., office

The host institution of CCAS, The College of William & Mary, maintains an office on Massachusetts Avenue, NW, in Washington, D.C. Benefits to CCAS members include eligibility for their students to attend the Semester in Washington Program of The College of William & Mary; short-term use of office space while in town for business; and meeting space for CCAS-sponsored events.

### Seminars for Department Chairs

These seminars, offered three times a year, explore the roles department chairs serve as leaders, change agents, strategic planners, managers, communicators, motivators, peacemakers, and problem solvers. The goals of the seminar are to suggest some practical advice and guidance on the art of departmental administration and to help chairs gain new perspectives and a better appreciation of the challenges and opportunities associated with chairing an academic department. These seminars are suitable for new department chairs—as well as experienced chairs—from small or large institutions in a broad spectrum of arts and sciences disciplines.

### Pre/post conference workshops

Each fall, full-day and half-day workshops are offered before and after the Annual Meeting. Designed to save travel costs and time for members, workshop topics are selected based upon identified member needs for professional development. Topics have included conflict resolution, building projects, development, and career planning.

### Legal Issues in Higher Education Seminar

CCAS member institutions may schedule the Legal Issues Seminar with attorney-at-law Isaac J. Mowoe through a special arrangement with CCAS. Issues covered include faculty appointments, evaluation, and termination; student admissions and discipline; and other topics.

### Webinars for Busy Deans

New to CCAS is webconferencing to deliver focused content of interest to member deans. Registrants receive audio and video over the Internet. Typically scheduled to last one hour, members can participate from the comfort of their offices.

### Welcome Packet for New Deans

Those rising to the position of A&S dean may not be familiar with the services and benefits of CCAS membership. Upon notification of their appointment, the Executive Office sends new deans a welcome packet, which includes a membership directory, copies of recent newsletters, a calendar of upcoming events, and a description of member services.