2010 CCAS SEMINARS for DEPARTMENT CHAIRS

Sponsored by the Council of Colleges of Arts and Sciences

July 8-10
Embassy Suites Chicago
Downtown/Lakefront

October 7-9
Bahia Resort Hotel,
San Diego

>>COMMENTS FROM PREVIOUS PARTICIPANTS:

"I would recommend this seminar to any and all chairs."

"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."

"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."

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

>>OVERVIEW

The CCAS SEMINAR FOR DEPARTMENT CHAIRS 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. Registration, therefore, is limited to 40 participants. Two social hours, breakfast and lunch on the second day, and continental breakfast on the third day will facilitate interchange among participants. All banquet functions are included in the registration fee.

>>SEMINAR FACULTY

Seminar Director:

Elizabeth Say, Dean
College of Humanities
California State University,
Northridge

Jeffrey Fagen, Dean
College of Liberal Arts & Sciences
St. John's University

Facilitators:
Four experienced department chairs 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 Meetings, click the event you wish to attend. Register as a New Customer.

Registration Fee: $500. Includes seminar materials, two social hours, breakfast and lunch on Friday, breakfast on Saturday, and refreshment breaks.

Registration deadline for the **Chicago seminar: June 21**. Payment must be received by that date. Registration deadline for the **San Diego seminar: September 24**. Payment must be received by that date. *Please note: Registration is likely to fill well before these cut-off dates.*

Cancellation Policy for Chicago: For written cancellations received in the CCAS office by 5:00 p.m. EST on July 1, CCAS will refund the registration fee, less a $50 administrative fee. After July 1 no refunds will be granted. Cancellation Policy for **San Diego:** For written cancellations received in the CCAS office by 5:00 p.m. EST on October 1, CCAS will refund the registration fee, less a $50 administrative fee. After October 1 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 sidebar) after receiving confirmation of registration, or in no case later than the reservation deadline.

Chicago: Flights are into Chicago O'Hare (ORD) or Chicago Midway (MDW).

San Diego: Flights are into San Diego International Airport (SAN).

FOR MORE INFORMATION, PLEASE CONTACT:
TELEPHONE 757.221.1784 **EMAIL** *ccas@wm.edu* **WEBPAGE** *www.ccas.net*

PRELIMINARY PROGRAM

THURSDAY
(July 8/October 7)

3:00 - 5:30 pm
Seminar Registration

4:00 - 5:30 pm
Workshop for New Chairs or
Workshop for Continuing Chairs

6:00 - 7:00 pm
Social Hour
Dinner on your own

FRIDAY
(July 9/October 8)

7:30 - 8:30 am
Breakfast and Seminar Overview

8:30 am - 12:00 noon
Resource Management
Recruitment, Retention, and
Development of Faculty

12:00 noon – 2:00 pm
Luncheon with Discussion Topics

2:00 - 5:30 pm
Conflict Management
The Chair as Academic Leader

6:00 - 7:00 pm
Social Hour
Dinner on your own

SATURDAY
(July 10/October 9)

7:30 - 8:30 am
Breakfast

8:30 - 10:30am
Case Studies

11:00 am - 12:00 noon
Resource Management
Q&A

>> CHICAGO HOTEL

Embassy Suites Chicago Downtown/Lakefront
511 North Columbus Dr.
Chicago IL 60611
312-836-5900

Rate: $169 single/double plus tax
Hotel reservation deadline:
June 16

To make reservations:
http://www.chicagolakefront.embassysuites.com
or call 1-866-8098
Use "CCA" as the reservation code

>> SAN DIEGO HOTEL

Bahia Resort Hotel, San Diego
998 West Mission Bay Drive
San Diego CA 92109
1-800-576-4229

Rate: $179 single/double plus tax
Hotel reservation deadline:
September 9

To make reservations:
https://shop.evanshotels.com/cas1006b10.html

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