

Seminars for DEPARTMENT CHAIRS

Sponsored by the Council of Colleges of Arts & Sciences

FEBRUARY 11-13
SAVANNAH, GA

JULY 5-7
NASHVILLE, TN

SEPT.30-OCT.2
SAN DIEGO, CA

PRELIMINARY PROGRAM

Day 1

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 2

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 3

7:30–8:30am
Continental Breakfast
8:30–10:30am
Case Studies
11:00–11:45am
Last Burning Questions

The 2018 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.

FACILITATORS

Four experienced department chairs and associate deans from a variety of disciplines and institutional types as well as two CCAS deans 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 three 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: \$750 for CCAS member or \$1000 for non-member. Includes seminar materials, two social hours, two breakfasts, and one luncheon.

Registration deadline for the seminars is **January 26, June 21, and September 14**, respectively. **Payment is required by credit card at time of registration.**

CANCELLATION: For written cancellations received in the CCAS office by 5:00 p.m. EST on **January 12, June 7, and August 31**, respectively, CCAS will refund the registration fee, less a \$75 administrative fee. After those dates no refunds will be granted.

SAVANNAH, GA
THE DESOTO SAVANNAH
15 East Liberty Street
Savannah, Georgia 31401

RATE: \$145 single/double plus tax
RESERVATION DEADLINE:
January 22, 2018

For room reservations, click on The DeSoto Savannah or call 1-844-257-3520 and refer to Group Code CAS.

NASHVILLE, TN
**SHERATON NASHVILLE
DOWNTOWN**
623 Union Street,
Nashville, Tennessee 37219

RATE: \$215 single/double plus tax
RESERVATION DEADLINE:
June 13, 2018

For room reservations, click on Sheraton Nashville Downtown or call 1-800-325-3535 and refer to Group Code CG04AA.

SAN DIEGO, CA
**BAHIA RESORT HOTEL,
SAN DIEGO**

998 West Mission Bay Drive
San Diego, California 92109

RATE: \$169 single/double plus tax
RESERVATION DEADLINE:
September 10, 2018

For room reservations, click on Bahia Resort Hotel, San Diego or call 1-800-576-4229 and refer to Group Code CCAS18.