

# Seminars for DEPARTMENT CHAIRS

*Sponsored by the Council of Colleges of Arts & Sciences*

**FEBRUARY 2-4**  
**SAVANNAH, GA**

**JULY 6-8**  
**NASHVILLE, TN**

**OCTOBER 1-3**  
**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 2017 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](http://www.ccas.net). Under Events, click the event you wish to attend. Register as a New Customer.

REGISTRATION FEE: \$550 for CCAS member or \$750 for non-member. Includes seminar materials, two social hours, two breakfasts, and one luncheon.

Registration deadline for the seminars is **January 19, June 22, and September 15**, 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 26, June 29, and September 22**, respectively, CCAS will refund the registration fee, less a \$55 administrative fee. After those dates no refunds will be granted.

SAVANNAH, GA  
**HILTON SAVANNAH DESOTO**  
15 East Liberty Street  
Savannah, Georgia 31401

RATE: \$139 single/double plus tax  
RESERVATION DEADLINE:  
January 11, 2017

For room reservations, click on [Hilton Savannah DeSoto](#) or call 1-877-280-0751 and ask for Group Code CCA.

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

RATE: \$215 single/double plus tax  
RESERVATION DEADLINE:  
June 14, 2017

For room reservations, click on [Sheraton Nashville Downtown](#).

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

998 West Mission Bay Drive  
San Diego, California 92109

RATE: \$165 single/double plus tax  
RESERVATION DEADLINE:  
September 11, 2017

For room reservations, click on [Bahia Resort Hotel](#) or call 1-800-576-4229 and ask for Group Code 104943 or CCAS Seminar for Department Chairs.