

# 2007 CCAS SEMINAR FOR DEPARTMENT CHAIRS

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

**October 4-6**  
**Bahia Resort Hotel, San Diego**

## OVERVIEW

The CCAS SEMINAR FOR DEPARTMENT CHAIRS provides a forum in which chairs can examine the art of departmental administration through close interaction with colleagues from other institutions and other disciplines. 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. Social hours on Thursday and Friday evenings, breakfast and lunch on the second day, and breakfast on the third day will facilitate interchange among participants. All banquet functions are included in the \$500 registration fee.

## Program Staff:



Anita V.M. Shea, Dean, School of Arts and Sciences,  
Salem State College, MA  
(ashea@salemstate.edu) is the Seminar Director.



Robert F. Olin, Dean, College of Arts and Sciences,  
The University of Alabama, Tuscaloosa, AL  
(olin@as.ua.edu) is the Seminar Co-Director.

## Facilitators:

Jonathan R. Michaelsen, Chairperson, Department of Theatre and Drama, Indiana University  
Dallas D. Rhodes, Chairperson, Department of Geology and Geography, Georgia Southern University  
William D. Richardson, Chairperson, Department of Political Science, University of South Dakota  
Karen F. Steckol, Chairperson, Department of Communicative Disorders, The University of Alabama

## THE 2007 SEMINAR WILL TREAT

Academic Leadership  
Resource Management  
Case Studies

Conflict Management  
Working with the Dean  
Recruitment, Retention, and  
Development of Faculty

## *Registration Is Limited*

*For more information, please contact:*  
Telephone 757-221-1784; Email [ccas@wm.edu](mailto:ccas@wm.edu); Webpage [www.ccas.net](http://www.ccas.net)

# Preliminary Program

## Thursday, October 4

**3:00 - 5:30 pm**  
Seminar Registration

**4:00 - 5:30 pm**  
Workshop for New Chairs

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

## Friday, October 5

**8:00 - 8:30 am**  
Welcome and Introduction

**8:30 - 10:00 am**  
Recruitment, Retention, and Development of Faculty OR  
Resource Management

**10:30 am - 12:00 noon**  
Resource Management OR Recruitment, Retention, and  
Development of Faculty

**12:00 noon – 2:00 pm**  
Luncheon and Informal Discussions

**2:00 - 3:30 pm**  
Conflict Management OR The Chair as Academic Leader

**4:00 - 5:30 pm**  
The Chair as Academic Leader OR Conflict Management

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

## Saturday, October 6

**8:30 – 10:30am**  
Case Studies

**11:00 am - 12:00 noon**  
Working with Deans, Seminar Evaluation, and Q&A

# Registration

## Registration

- The **Registration Fee of \$500** includes seminar materials, the Thursday and Friday evening social hours, breakfast and lunch on Friday, breakfast on Saturday, and mid-session refreshments.
- The registration deadline is August 31. **Payment must be received by August 31.**
- You are encouraged to register soon; payment need not accompany your initial registration. Your registration will be acknowledged. **DO NOT** make binding travel reservations until you have been notified of your acceptance into the Seminar.
- **The first 40 registration requests (initially limited to two registrants per institution) will be accepted; additional requests will be wait-listed in order of receipt.**
- **Cancellation Policy:** Written cancellations received by August 31 will be refunded, less a 10% administrative fee. From September 1-October 2, 50% of the fee will be refunded. After October 2, no refund will be granted.

## To Register

Log on to <http://www.ccas.net>.

Go to "Meetings" and select **2007 CCAS Seminar for Department Chairs**.

Select "New Member" and fill out your personal information. Select "Next".

Select "Next" once you have read the seminar details.

Your information will pre-populate the fields on this page; make changes if necessary.

Select "Next".

Select "Pricing \$500".

Select "Next".

Select your payment type. If you are paying by institutional check, you must have a Purchase Order No.

Select "Next".

If you are ready to complete your order, select "Next".

You are finished registering; please expect an emailed confirmation and receipt.

## Hotel Information

### Bahia Resort Hotel

998 West Mission Bay Dr.,  
San Diego CA 92109

Rooms \$149 plus tax, single or double,  
plus tax

Hotel Reservation deadline:  
September 7, 2007

We recommend that you book reservations  
through [https://shop.evanshotels.com/  
ccs1003.html](https://shop.evanshotels.com/ccs1003.html). Or contact the hotel directly  
at 1-800-576-4229.