

SEMINARS for DEPARTMENT CHAIRS

Sponsored by the Council of Colleges of Arts and Sciences

October 8-10, 2009

Bahia Resort Hotel, San Diego

February 25-27, 2010

Embassy Suites, Alexandria, VA

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



Director:
Kevin D. McCaul, Dean
College of Science & Mathematics
North Dakota State University



Seminar Co-Director:
Benjamin Ogles, Dean
College of Arts and Sciences
Ohio University

Facilitators:
Four experienced department chairs from a range of disciplines and institutional types will offer small-group and individual sessions with seminar participants.

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. The seminar was both sobering and exhilarating. It stimulated and strengthened me for meeting the challenges ahead.”

“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.”

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

Registration deadline for the San Diego seminar: **September 25.** Payment must be received by that date.
Registration deadline for the Alexandria seminar: **February 8.** Payment must be received by that date.
Please note: Registration is likely to fill well before these cut-off dates.

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.
Cancellation Policy for Alexandria: For written cancellations received in the CCAS office by 5:00 p.m. EST on **February 17**, CCAS will refund the registration fee, less a \$50 administrative fee. After that date, 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 below) after receiving confirmation of registration, or in no case later than the reservation deadline.

San Diego: Flights are into San Diego International Airport (SAN).
Alexandria: Flights are into Reagan Wash. Nat'l Airport (DCA) or Wash. Dulles Internat'l (IAD). Some Amtrak routes stop at King Station, across from the hotel.

HOTEL INFORMATION

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/cas1007b09.html>
or call 1-800-576-4229 and ask for the group rate for CCAS.

Embassy Suites Alexandria Old Town, Virginia
1900 Diagonal Road, Alexandria VA 22314
1-703-758-6542
Rate: \$149 single; \$169 double plus tax
Hotel reservation deadline: February 4
<http://embassysuites.hilton.com/en/es/groups/personalized/WASOTES-CCA-20100224/index.jhtml>
Or call 1-800-EMBASSY and ask for the group rate for CCAS.

For more information, please contact:
Telephone 757-221-1784; Email ccas@wm.edu; Webpage www.ccas.net

THURSDAY October 8/February 25

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 <i>Dinner on your own</i>
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FRIDAY October 9/February 26

7:30 - 8:30 am Breakfast and Seminar Overview	8:30 am - 12 noon Resource Management Recruitment, Retention, and Development of Faculty	12 noon - 2:00 pm Luncheon with Discussion Tables	2:00 - 5:30 pm Conflict Management The Chair as Academic Leader
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THURSDAY October 10/February 27

6:00 - 7:00 pm Social Hour <i>Dinner on your own</i>	7:30 - 8:30 am Continental Breakfast	8:30 - 10:30am Case Studies	11:00 am - 12 noon Working with Deans and Q&A
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PRELIMINARY PROGRAM