



2009 SEMINARS for DEPARTMENT CHAIRS

Sponsored by the COUNCIL OF COLLEGES OF ARTS & SCIENCES

February 12-14, 2009

Doubletree Hotel Atlanta-Buckhead

OVERVIEW

The CCAS SEMINAR FOR DEPARTMENT CHAIRS provides a forum in which chairs—new and experienced—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 focus upon actual techniques that chairs use, as well as ideal models of administration. Because group discussion is critical to the seminar format, registration is limited to 40 participants. Two social hours, breakfast and lunch on the second day, and breakfast on the third day facilitate interchange among participants. All banquet functions are included in the registration fee.

Comments from previous participants:

“I highly recommend it for new Chairs. The size of the group and location are excellent. The directors and presenters were very effective. The format and topics allow for a very productive interaction among the presenters and participants.”

“I got lots of little hints & pieces of advice, and it was enormously valuable to meet and get to know other new chairs and see how similar their problems are to mine.”

“I found this experience to be indeed very valuable. It has informed me in ways that will make a difference on how I will deal with my faculty and the Dean.”

CO-DIRECTORS



Nancy Gutierrez
Dean,
College of
Liberal Arts
& Sciences
University of
North Carolina
at Charlotte



Donald Para
Dean,
College of
the Arts
California State
University,
Long Beach

FACILITATORS

Mel E. Finkenberg – Chairperson,
Department of Kinesiology
& Health Science
Stephen S. Austin State University

Emily Haddad – Chairperson,
Department of English
University of South Dakota

Jonathan Michaelson
Chair and Producer,
Dept of Theatre and Drama and
the Brown County Playhouse
Indiana University

Dallas Rhodes – Chairperson,
Dept of Geology & Geography
Georgia Southern University

PROGRAM

THURSDAY, FEBRUARY 12

3:00 - 5:30 pm

Seminar Registration

4:00 - 5:30 pm (optional)

*Workshop for New Chairs
or Workshop for Continuing
Chairs*

6:00- 7:00 pm

*Social Hour
(Dinner on your own)*

FRIDAY, FEBRUARY 13

7:30 - 8:30 am

*Breakfast and
Seminar Overview*

8:30 - 10:00 am

*Recruitment, Retention, &
Development of Faculty /
Resource Management*

10:30 am - 12:00 noon

*Resource Management /
Recruitment, Retention, &
Development of Faculty*

12:00 noon – 2:00 pm

*Luncheon with
Discussion Topics*

2:00 - 3:30 pm

*Conflict Management/
The Chair as Academic Leader*

4:00 - 5:30 pm

*The Chair as Academic Leader/
Conflict Management*

6:00-7:00 pm

Social Hour

SATURDAY, FEBRUARY 14

7:30-8:30

Breakfast

8:30 – 10:30am

Case Studies

11:00 am - 12:00 noon

*Working with Deans, Seminar
Evaluation, and Q&A*

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.** The seminar also will be offered July 9-11, 2009, in Denver, Colorado.

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

To Register: Log onto www.ccas.net. Under Meetings, select Feb 2009 Department Chairs' Seminar. Register as a New Customer. Payment by credit card or purchase order accepted.

Registration deadline: January 26. Payment must be received by that date. *Please note: Registration is likely to fill well before the cut-off date.*

REGISTRATION IS LIMITED

Cancellation Policy: For written cancellations received in the CCAS office by 5:00 p.m. EST on **February 2**, CCAS will refund the registration fee, less a 10% administrative fee. After February 2, no refund will be granted due to catering guarantees.

Hotel Information:
Doubletree Hotel Atlanta-Buckhead
3342 Peachtree Road, NE
Atlanta, Georgia 30326
Rate: \$129 single/double plus taxes
Hotel reservation deadline:
January 22, 2009

To make reservations:
<http://doubletree.hilton.com/en/dt/groups/personalized/ATLBHDT-CAS-20090212/index.jhtml>

Or call 404-231-1234.
Use the Group Code: CAS

For more information, please contact:
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Webpage: www.ccas.net