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CCAS ADDRESS

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Results of the Constitution and By-laws Change

Changes in the CCAS Constitution and By-laws have been approved by the CCAS membership, largely due to the efforts of the CCAS Board of Directors, who emailed and phoned their colleagues to encourage participation in the poll. Total Ballots Received = 361 (out of 502 eligible institutions), a 72% response. The revised Constitution and By-laws are included in this issue

2003 CCAS Annual Meeting

The 2003 Annual Meeting of the Council of Colleges of Arts and Sciences will take place from Wednesday, November 12 to Saturday, November 15, 2003. The headquarters hotel will be the Hilton Walt Disney World Resort in Lake Buena Vista, FL. Additional information will be mailed the first part of August. Watch your mailboxes and check the CCAS web site (www.ccas.net) for updates.

MEMBERSHIP RENEWALS

Your 2003-2004 membership directory information update forms have been mailed. You are asked to confirm your membership entry, including names, email addresses, and phone numbers for you and your associate and assistant deans and return to the CCAS office, preferably by fax. Updating this information ensures that we accurately represent your institution in the 2003-2004 *CCAS Membership Directory*. If this information is not received in the CCAS office by the deadline, the information about your college in the 2003-2004 Membership Directory will be incomplete and incorrect.

Note that this year we separated information update from invoicing. Please return all of the renewal information to the CCAS office promptly.

→ REMINDER ABOUT CCAS MEMBERSHIP

The CCAS Member is the **INSTITUTION** not the Dean or the individual College. When the institution calculates the number of degrees, remember to include all degree-granting colleges of arts and sciences disciplines in the total. It is up to the institution to divide the dues among the colleges. Some institutions divide the dues equally, some institutions divide the dues based upon the size of the college, and others rotate the dues responsibility between colleges on a yearly basis. Deans, please speak with your colleagues and determine your institution's method.

If a Dean moves from a CCAS member institution to a non-member institution, the Dean must apply for CCAS membership for the new institution to have the benefits of CCAS membership.

Deans and Development Seminar Update

Deans and Development seminar was held in San Antonio, Texas April 10 & 11, 2003. The program directors were David Young, Arizona State University, and Susan Coultrap-McQuin, Minnesota State University, Mankato.



CCAS NEW HIRES SURVEY

Information for the survey of 2003 new faculty hires will be mailed shortly. There is a web-based form in the "Members Only Area on the CCAS web site (www.ccas.net). We will download your data from the web on September 19, 2003. Any submissions after that date will not be counted and those institutions will not qualify for a free copy of the survey results. Please mark this deadline date on your calendar.

The Excel spreadsheet can be downloaded from the Members Only area of the web site (www.ccas.net). Once the data are entered into the spreadsheet, the file can be emailed to ccas@asu.edu. Use only the Excel spreadsheet from the web site. Deans, Associate Deans, and Assistant Deans of member institutions whose dues are current should have access to the Members Only area of the web site. If you did not receive a password to the Members Only area of the web site, please contact the CCAS Secretariat office at ccas@asu.edu or call 480-727-6064.

Regardless of the manner of submission of data, the CCAS office must receive all data by September 19, 2003 to be included. As always, the success and quality of the survey depends on participation. Please alert your staff that the survey will arrive soon. Contact CCAS if you have questions about the survey.

NOTE: Because the input of information from the paper forms is labor intensive, the Board approved making both the submission process and the compilation of the information electronic this year. No paper forms will be mailed. Data will only be accepted either by Excel spreadsheet or from the web-based forms. For those who participate, the data files will be available for download or by email. No paper copy will be mailed.

Did You Ever Want To Know...

What those Carnegie Classifications mean? Carnegie Classification definitions can be found at :

<http://www.carnegiefoundation.org/Classificatio>

[n/CIHE2000/defNotes/Definitions.htm](http://www.ccas.net/CIHE2000/defNotes/Definitions.htm)

Changing of the Guard

Gary Kiger, Interim Dean, College of Humanities, Arts & Social Sciences, Utah State University, to Dean.

Dan King, Dean, College of Applied Science and Education, Buffalo State College, to Vice President for Academic Affairs, Rhode Island College.

Richard Lee, Associate Dean, College of Applied Science and Education, Buffalo State College, to Interim Dean.

Ellene Tratras Contis, Interim Dean, College of Arts and Sciences, Eastern Michigan University, to Assistant Vice President of Academic Affairs, Eastern Michigan University.

Catherine Aust, Department Head, Clayton College & State University, to Dean of the College of Information and Mathematical Sciences.

Rita Duarte Marinho, Dean, School of Humanities and Social Sciences, Millersville University of Pennsylvania, to Dean, College of Liberal Arts, Towson University.

Lay Nam Chang, Interim Dean, College of Arts and Sciences, Virginia Tech, to Dean, College of Science.

Elise Jorgens, Dean, College of Arts and Sciences, Western Michigan University, to Provost and Senior Vice President for Academic Affairs, College of Charleston.

Iain Crawford, Dean, School of Liberal Arts, University of Southern Indiana, to Vice President for Academic Affairs, College of Wooster.

Tom Wilhelmus, Associate Dean, School of Liberal Arts, University of Southern Indiana, to Acting Dean.

Council on Undergraduate Research (CUR)

The Council on Undergraduate Research (CUR) offers consulting services to colleges and universities on issues related to undergraduate research and faculty development. We offer qualified consultants and facilitators for:

- departmental or divisional reviews
- on- or off-campus faculty retreats
- help to initiate, strengthen or assess an undergraduate research program
- aid in setting up a research-rich curriculum or an institutional culture of faculty scholarship
- advice in writing grant proposals that integrate research and teaching
- suggestions to develop facilities and infrastructure conducive to undergraduate research
- assistance with strategic planning exercises

CUR can issue formal reports on issues of your choosing, can suggest seminar speakers, or can provide facilitators for 1-2 day workshops for faculty and administrators leading to internal reports useful for accreditation and assessment.

Consultations can be arranged by contacting CUR at cur@cur.org or (202) 783-4810. Visit <http://www.cur.org/consulting.html> for more details.

Council on Undergraduate Research 734 15th Street NW, Suite 550 Washington, DC 20005-1013
<http://www.cur.org>

DEAN COLLEGE OF ARTS AND SCIENCES

Western Michigan University invites applications and nominations for the position of dean of the College of Arts and Sciences. The dean reports to the provost and vice president for Academic Affairs, and is responsible for the leadership and effective administration of the college. The dean also serves on the Deans' Council, which addresses university-wide policy and planning issues.

Review of applications will begin August 25, 2003 and will continue until a suitable candidate is found. Applicants should submit the following:

- letter describing accomplishments that illustrate how experience matches position qualifications
- curriculum vitae
- names and addresses (including email) of five references

Send all applications and nominations to Dr. Janet I. Pisaneschi, Dean, College of Health and Human Services, Western Michigan University, 1903 W. Michigan Avenue, Kalamazoo, MI 49008-5243. To obtain additional information about the position, you may contact Dr. Pisaneschi by email at Janet.Pisaneschi@wmich.edu or by phone at 269.387.2638. For a complete position description as well as additional information about the College of Arts and Sciences and its strategic plan, view our web site at www.wmich.edu/cas.

Western Michigan University is an Affirmative Action/Equal Opportunity Employer. Qualified women and minorities are encouraged to apply.

MANAGING YOUR CCAS LISTSERV ACCOUNT

Subscribers to the CCAS Listserv may manage their list access via email directly to the listserv server. Often this will be much quicker than requesting help from the CCAS office and it is quite simple to do.

To subscribe, send the message SUBSCRIBE CCASDEAN. After the CCAS office receives the request and verifies that the subscriber is a CCAS member, the subscription will be approved.

To unsubscribe to the listserv, please send the following message to listserv@asu.edu: UNSUBSCRIBE CCASDEAN

NOTE: The most frequent problem occurs when extra information, such as signatures are added to the body of the message. Do not include any other text!

If you have problems posting a message to the list using CCASDEAN@asu.edu, try posting to CCASDEAN@lists.asu.edu.

If you encounter problems using the list, please contact Fran Peck via email at ccas@asu.edu.

Changing Passwords to Member Only Area of CCAS Web Site

There have been questions about accessing the Members Only area of the Web Site (www.ccas.net) and changing passwords.

Click on "**Mbrs Only**" menu bar on left side of screen, then using last name and password access the member only area. Click on "**Edit my profile**" and go to the bottom of the screen, type in new password in both "**Password**" and "**Password Confirm**" blocks and click "**SAVE**".

Web Site Links for Decanal Staff

Need Carnegie Classification information for 2000? This web site has 2000 Carnegie Classification data available for download as an Excel spreadsheet.

<http://www.carnegiefoundation.org/Classification/index.htm>

IPEDS now has 2000 Institutional Characteristics data on their web site. <http://nces.ed.gov/ipeds/ic.html>

CCAS SERVICES AND ACTIVITIES

2003 SEMINARS

CCAS Deans' Seminar: Hyatt Regency, San Antonio, TX, April 10 & 11. Program Director: David A. Young, Arizona State University

CCAS Seminar for Department Chairs: Hilton Minneapolis, Minneapolis, MN July 10-12. Program Director: Ted Wendt, University of Wisconsin-Eau Claire

CCAS Seminar for New Deans: Hilton Minneapolis, Minneapolis, MN July 13-16. Program Director: Mel Netzhammer, SUNY College at Buffalo

2003 CCAS Annual Meeting: Hilton, Lake Buena Vista, FL November 12-15. CCAS President, P. Geoffrey Feiss, College of William and Mary. Program Chair: Roosevelt Newson, Illinois State University

SERVICES

Legal Issues Seminar: CCAS member institutions may schedule the Legal Issues Seminar with CCAS.

Listserv: Approximately 378 members use the list to discuss issues in arts and sciences higher education. Members wanting to subscribe to the CCAS Listserv should send the message SUBSCRIBE CCASDEAN to listserv@asu.edu. Do not include any other message. Instructions will follow on how to confirm your subscription.

Mailing Labels: Members may purchase mailing labels from CCAS for certain mailings (position announcements, conference announcements, etc). Two different sets of labels are available: The "Deans Set" includes approximately 700 names and addresses of CCAS Deans; and the "Full Set," which adds the names and addresses of associate and assistant deans of member institutions and includes approximately 1700 names. The Deans Set may be ordered for \$50.00 ppd. and the Full Set for \$125.00 ppd. Contact the CCAS office for information on purchasing mailing labels

New Hires Survey: CCAS New Hires Survey data is available free to member institutions that participated in the survey. Non-participating members may obtain the report for \$100.00.

Newsletter: CCAS welcomes your comments and suggestions and encourages you to submit essays and articles for publication. Submissions for publication will be considered on content and space available. Information should be sent to Ernie Peck or Fran Peck at CCAS.

Web Site: <http://www.ccas.net>. Information should be sent to Fran Peck at CCAS.

CCAS Constitution

ARTICLE I NAME

This organization shall be called the Council of Colleges of Arts and Sciences.

ARTICLE II PURPOSES

This Council is established as a non-profit organization to provide its member institutions through their appropriate representatives: (1) a forum for discussing common problems of higher education as these relate to the Arts and Sciences; (2) an agency to encourage, initiate, and support programs and activities to improve the intellectual stature and the public understanding of the disciplines of the Arts and Sciences; (3) a medium for the dissemination of the results of Council deliberations and other information deemed essential to the continuing intellectual and educational strength of the Arts and Sciences. However, no substantial part of the activities of the Council shall be the carrying on of programs designed to influence legislation or the election of candidates known to be preferentially favorable to the Arts and Sciences.

ARTICLE III MEMBERSHIP

The eligible membership of this organization shall consist of the following: (1) duly accredited Colleges, Schools and Divisions of Arts and Sciences that grant the baccalaureate degree and (2) such institutions or organizations as may subsequently be admitted under provisions of the By-Laws.

ARTICLE IV VOTING RIGHTS

Each institution that has paid its annual dues shall have one vote.

ARTICLE V OFFICERS

The officers of this organization shall be a president, a president-elect, a secretary-treasurer, and a Board of Directors. The officers shall perform duties, serve terms and shall be elected as set forth in the By-Laws.

ARTICLE VI MEETINGS

An Annual Meeting shall be held at a time and place to be determined by the Board of Directors.

ARTICLE VII DUES

The annual dues of the organization shall be set by the Board of Directors, but may not be adjusted more frequently than once every three years, or by more than 15% in a single adjustment without ratification by two-thirds of the members responding on a mail ballot.

ARTICLE VIII FISCAL POLICIES

No part of the income of the Council shall inure to the benefit of or be distributable to its members, directors, officers, or other private persons, except that the Council may pay reasonable compensation for services rendered and make payments in the furtherance of the purposes set forth in Article II hereof. Upon the dissolution of the Council the Board of Directors shall, after providing for the payment of all liabilities of the Council, dispose of all assets of the Council exclusively for the purposes set forth in Article II hereof through an agency or agencies which shall at that time qualify as tax-exempt under appropriate sections of the Internal Revenue Code.

ARTICLE IX AMENDMENTS

Amendments to the Constitution can be adopted by a three-fourths majority of those present and eligible to vote at an Annual Business Meeting, or on a mail ballot by a two-thirds majority of those eligible institutions responding. Proposals to amend may be initiated by the Board of Directors or by a petition presented through the Board signed by at least ten members. Amendments shall be acted upon only after written notice of at least fourteen days.

ARTICLE X BY-LAWS

The Organization may adopt By-Laws for the conduct of its affairs that are consistent with this Constitution. Such By-Laws may be accepted, repealed or amended at any Annual Meeting by a two-thirds majority vote of those present and eligible to vote, or by mail ballot by a simple majority of those eligible member institutions responding. Amendments shall be acted upon only after written notice of at least fourteen days.

CCAS By-Laws

ARTICLE I BOARD OF DIRECTORS

There shall be a Board of Directors consisting of nine persons elected from and by the representatives of the member institutions for three-year terms each plus four *ex officio* members as specified in Articles II, III, IV, and V. Board members shall be the administrative heads of those educational units eligible for membership or deans of Arts and Sciences.

Election to the Board shall take place at the Annual Meeting; a plurality of those present and voting shall be necessary for election.

If vacancies on the Board are caused by resignation, or if a Director does not remain qualified (e.g., if he/she leaves the position of Dean), such vacancies may be filled by appointment by the President in consultation with the Board, such appointees to hold office until the next Annual Meeting.

An individual may normally serve no more than two terms on the Board of Directors. If an individual has twice stood unsuccessfully for election to the Board, he or she may not stand for election again. A Board member who is appointed more than halfway through a term to replace a departing member of the Board may serve two full terms in addition to the partial appointed term.

The Board shall establish its own procedures and rules of order for its meetings. It shall meet at the Annual Meeting and at other times at the direction of the President. It shall act for the organization on all matters not specifically delegated to the entire Council.

It is a responsibility of the Board to arrange for the Annual Meeting.

The newly elected members of the Board shall take office at the close of the Annual Meeting at which they were elected.

ARTICLE II PAST PRESIDENT

The Immediate Past President shall be an *ex officio* member of the Board. If he/she does not remain qualified to serve (e.g., if he/she leaves the position of Dean), the office will be vacant.

ARTICLE III PRESIDENT

The President shall be an *ex officio* member of the Board. He/she shall succeed from the position of President-Elect. The President shall preside at

meetings of the Board and at business meetings of the Council. In the absence of the President, the President-Elect shall act in his/her stead. If the President does not remain qualified (e.g., if he/she leaves the position of Dean), the President-Elect shall succeed to the Presidency and there shall be a vacancy in that office.

The President shall take office at the close of the Annual Meeting and shall serve until the close of the next Annual Meeting.

ARTICLE IV PRESIDENT-ELECT

The President-Elect shall be an *ex officio* member of the Board. He/she shall be elected by the general membership at the Annual Meeting. The President-Elect shall serve as program chairman and shall perform the duties of the President in the absence of the latter.

The President-Elect shall take office at the close of the Annual Meeting at which he/she is elected and serve in that capacity until the close of the next Annual Meeting.

If the President-Elect becomes disqualified during his/her year in that office (e.g., if he/she leaves the position of Dean), the Nominating Committee may convene and nominate candidates for his/her successor. Election shall be by mail ballot.

ARTICLE V SECRETARY-TREASURER

The Secretary-Treasurer shall be appointed by the Board and shall serve an unspecified term at the pleasure of the Board. He/she shall be an *ex officio* member of the Board and perform those duties prescribed by the Board. Unless otherwise approved by the Board, the secretariat office shall be located on the campus at which the secretary-treasurer serves as dean.

ARTICLE VI EXECUTIVE DIRECTOR

The Executive Director shall be appointed by the Board and shall serve an unspecified term at the pleasure of the Board. The Executive Director shall conduct the customary operations of the Council on a day-to-day basis as directed by the President in consultation with the Board and shall direct the operations of the Secretariat Office. Unless otherwise approved by the Board, Secretariat Office personnel, including the Executive Director, shall be employed by the college office headed by the Secretary-Treasurer as dean. The host institution, through a contractual arrangement with CCAS, will negotiate with the Board for the provision of necessary services for the Office of the Secretariat.

ARTICLE VII BUSINESS MEETINGS

At every Annual Meeting there shall be at least one scheduled Business Meeting, and Robert's *Rules of Order Newly Revised* shall be the parliamentary guide.

ARTICLE VIII COMMITTEES

The President in consultation with the Board shall appoint committees from among the membership of the organization. Membership on committees should reflect, so far as possible, the range and diversity of member institutions and of their representatives, and may include associate and assistant deans.

a. Standing Committees. There are eight standing committees, each of which has a set of operating codes. Each of the standing committees shall have at least six members, appointed annually.

1. Membership. Among its functions shall be solicitation of new members, and stewardship of continuing members, consistent with Article III of the Constitution.

2. Issues and Resolutions. This committee shall identify and study emerging issues of interest to the membership and the Board and, where appropriate, propose to the Board of Directors such actions as preparing position papers, creating ad hoc committees, and/or formulating draft resolutions for presentation to the Business Meeting of the Annual Meeting;

3. Nominating. Among its functions shall be the nomination of candidates from the membership for officers and members of the Board of Directors; this committee shall be chaired by the Immediate Past President, or, in the absence of an incumbent, by a former member of the Board designated by the President in consultation with the Board;

4. Program. Among its functions shall be planning the program for the Annual Meeting; this committee shall be chaired by the President-Elect.

5. Research Universities. Among its functions shall be the raising of issues of concern to institutions identifying themselves as Research or Doctoral universities.

6. Comprehensive Universities. Among its functions shall be the raising of issues of concern to institutions identifying themselves as comprehensive universities; this appellation includes master's level institutions and those that grant a small number of doctorates.

7. Liberal Arts Colleges. Among its functions shall be the raising of issues of concern to institutions identifying themselves primarily as undergraduate liberal arts colleges;

8. Metropolitan/Urban Universities. Among its functions shall be the raising of issues of concern to institutions located in metropolitan/urban areas.

b. Ad hoc committees. Ad hoc committees are appointed as needed by the President, in consultation with the Board. The charge of each ad hoc committee shall specify a date by which the committee's work is to be completed. Unless the President acts to extend the term of the committee, it is dissolved on the date specified. Ad hoc committees may submit proposals for annual meeting sessions to the program chair for consideration. An ad hoc By-Laws Review Committee shall be appointed at least every five years, beginning in the year 2000.

Revised April 2003

Watch your mailboxes for the 2003 CCAS Annual Meeting

Preregistration mailings

The 2003 Annual Meeting of the Council of Colleges of Arts and Sciences will take place from Wednesday, November 12 to Saturday, November 15, 2003. The headquarters hotel will be the Hilton Walt Disney World Resort in Lake Buena Vista, FL. Additional information will be mailed the first part of August. Watch your mailboxes and check the CCAS web site (www.ccas.net) for updates.

Council of Colleges of Arts and Sciences
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Arizona State University
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Tempe, AZ 85287-3108

CCAS Newsletter

***There are still spaces available for the CCAS
New Deans' Seminars
in
Minneapolis, MN
July 13-16, 2003
(www.ccas.net)***