



# NEWSLETTER

Council of Colleges of Arts and Sciences

Volume 25, Number 1

January-February 2004

Mary Hancock-Niemic, Editor

## Orlando, Florida Annual Meeting Photos Now Available Online

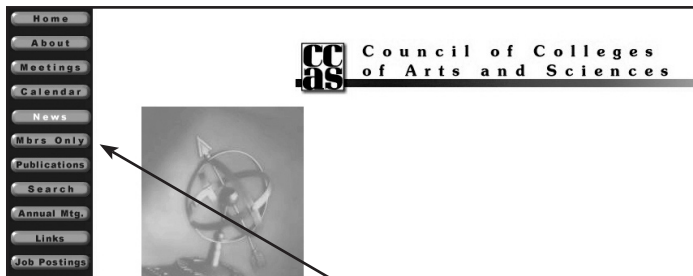
If you were at the Annual Meeting in Orlando, you were most likely photographed by Andy Niemic. Andy is the husband of CCAS staff member Mary Hancock-Niemic. Andy was volunteered by Mary to take the photos and even to create a slide show of the 250+ photos for the CCAS website. We thank Andy for using his expert photographic skills to make wonderful memories of the Orlando Annual Meeting.

The photos are now available on the CCAS website in the "Members Only" section. To see them, go to:

<http://www.ccas.net>

If you are not sure how to get to the "Members Only" section, follow the procedure outlined below:

On the CCAS home page, click on the **Mbrs Only** button about halfway down the left column.



*Members Only button*

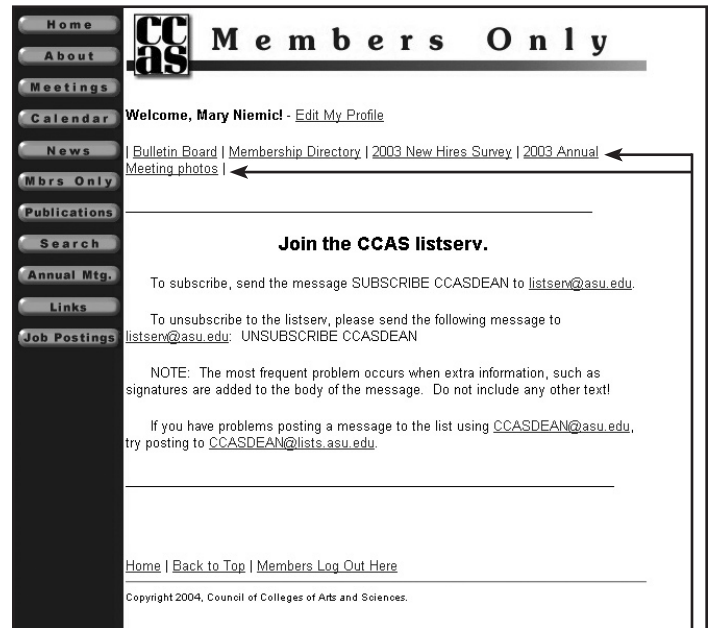
On the "Members Only" login page, enter your last name and password.



Note: If you don't remember your password, you can have it emailed to you by clicking on "email it to you" under the Member Login box. Please don't call the CCAS office because we do not have access to it.

Once you gain access to the Members Only Welcome page, look for the link that says *2003 Annual Meeting photos*. Click on the link and you will be taken directly to the photo album.

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**Clicking on either "2003 Annual" or "Meeting photos" will take you to the photos. It is actually one link that has word wrapped to the next line.**

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# Board Approves Distribution of New Hires Survey to All CCAS Members

Every year for the past several years, the CCAS office has sent the New Hires Survey to its membership, requesting participation. The purpose of this survey is to compile a guide that provides information on salaries and costs associated with hiring new faculty members from around the country.

When members voluntarily complete the New Hires Survey, the data are collected into a Microsoft Excel spreadsheet in which each participant's data is anonymous. The data are provided raw; that is, no statistics have been generated nor analyses performed.

In the past, only the participating members have been given the New Hires Survey. Non-participant members have been charged \$100.

However, the Board has recently approved distribution of the file electronically at no charge to all member institutions, to increase participation next year. Instructions for accessing the file will be mailed out in February.

For any CCAS member who would like the New Hires Survey on CD rather than to download it electronically or would like an additional copy, the CCAS office has CDs available for the nominal cost of \$10 each. Please fill out the form on this page and return it with a check made out to CCAS. Please note that we cannot accept credit or payment cards at this time. In addition, for this small amount, we cannot invoice.

If you have questions, please contact the CCAS office. ○

The CCAS Newsletter is published bi-monthly six times each year for its membership. CCAS membership is based on the **institution** and not the Dean or the individual College. 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 continue CCAS membership benefits.

### Membership Dues

No. of BA/BS Degrees Awarded	Dues
1 - 99	\$170.00
100 - 299	\$255.00
300 - 499	\$345.00
500 - 749	\$430.00
750+	\$520.00

### The CCAS Staff

Acting Executive Director . . . . . *Fran Peck*  
Assistant to the Executive Director and Newsletter Editor. . . *Mary Hancock-Niemiec*  
Clerical Assistant. . . . . *Shireen Wahid*

### Contact Us

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Fax . . . . . (480) 727-6078  
Email . . . . . ccas@asu.edu  
Web site . . . . . www.ccas.net

### CCAS Mailing Address

Council of Colleges of Arts and Sciences  
College of Liberal Arts and Sciences  
Arizona State University  
PO Box 873108  
Tempe, AZ 85287-3108

### For UPS or FedEx ONLY

Council of Colleges of Arts and Sciences  
ASU Community Services Bldg., Room 201  
200 E. Curry Road  
Tempe, AZ 85281-1203

**FBI: 42-6122857**

### Advertisements

Advertisements must be received by the 15th of the month **prior** to publication (e.g., Aug. 15th for the Sept/Oct issue). Camera-ready ads should be submitted as eps files. For further information, please contact the CCAS office before submitting your ad.

Full page ad . . . . . \$200  
Size: 9.5 inches (H) x 7.5 inches (W)

Half-page ad . . . . . \$100

Horizontal Ad:  
4.75 inches (H) x 7.5 inches (W)

Vertical Ad:  
9.5 inches (H) x 3.75 inches (W)

For custom sizes or other special requests, please contact the CCAS office.

## CCAS 2003-2004 New Hires Survey on CD



### Council of Colleges of Arts and Sciences

College of Liberal Arts and Sciences • Arizona State University  
PO Box 873108 • Tempe, AZ 85287-3108

Please send me the 2003-2004 New Hires Survey CD. I am enclosing a check made payable to CCAS.

I am requesting \_\_\_\_\_ CD(s) at \$10/each for a total of \$ \_\_\_\_\_

Name \_\_\_\_\_

Institution \_\_\_\_\_

Unit \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Need a receipt? Please select one method for sending your receipt.

- Fax
- Email
- Original by Mail

## 2004 CCAS Meeting and Seminar Schedule

### APRIL

April 1 – 2

**CCAS Deans' Seminar**  
*Wyndham City Center*  
 Washington D.C.

April 24 – 25

**Board of Directors Meeting**  
 Tempe, Arizona

### JULY

July 15 – 17

**CCAS Seminar for Department Chairs**  
*Sheraton West Port Hotel Lakeside Chalet*  
 St. Louis, Missouri

July 18 – 21

**CCAS Seminar for New Deans**  
*Sheraton West Port Hotel Lakeside Chalet*  
 St. Louis, Missouri

### SEPTEMBER

September 19 – 21

**CCAS Seminar on Effective Collaboration in Teacher Preparation**  
*Embassy Suites Hotel Downtown*  
 Denver, Colorado

September 25 – 28

**Deans and Development**  
*Westward Look Resort*  
 Tucson, Arizona

### NOVEMBER

November 10 – 13

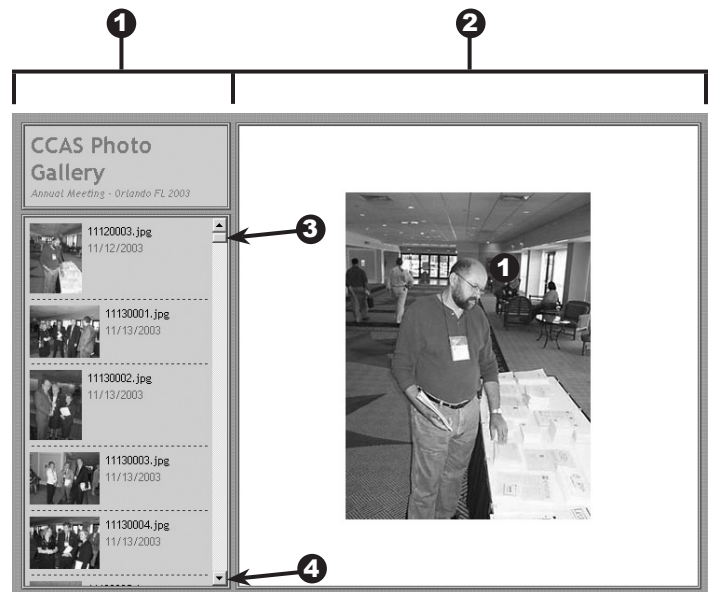
**CCAS Annual Meeting**  
*Hyatt Regency San Antonio on the Riverwalk*  
 San Antonio, Texas

*Continued from page 1*

When you reach the photo album, you will see thumbnails of each photo on the left (1). When you click on any thumbnail image, you will see an enlarged image of that photo to the right (2).

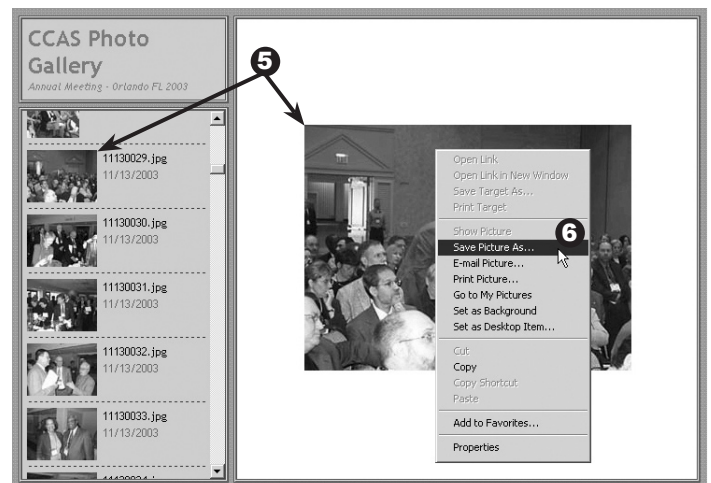
Realizing that some of you may want to make a copy of the photos for your own use, the photos can be transferred to your computer by doing the following:

1. Find the thumbnail of the photo you want to copy from the left column by sliding the button (3) or clicking on the bottom arrow (4).



2. Click on the thumbnail image to make the larger photo appear in the right column (5).
3. Right-click on the larger image and select "Save Picture As..." (6) from the drop-down menu.

*Continued on page 6*



**ASSOCIATE DEAN  
COLLEGE OF ARTS AND SCIENCES  
KANSAS STATE UNIVERSITY**

The College of Arts and Sciences at Kansas State University seeks nominations and applications for the position of Associate Dean. The position is a 12-month administrative appointment with tenure in an academic unit of the College. Arts and Sciences, K-State's largest college, has more than 115 degree programs, and more than 7,000 graduate and undergraduate students. The College's 25 departments and programs cover all areas of the visual and performing arts, the humanities, and the social, physical, and life sciences.

Required qualifications include the following: academic qualities appropriate for tenure in a unit in the College; administrative experience or substantial evidence of administrative potential; ability to deal effectively with a diverse faculty and commitment to the goals of Affirmative Action; commitment to providing a high quality liberal education to our students; demonstrable potential to assume a role of leadership in all designated areas of responsibility; commitment to excellence of scholarship and sensitivity to the distinctive needs of the College's many disciplines and of their respective faculties.

Responsibilities include: coordination with the Women in Engineering and Sciences Program; oversight of college initiatives associated with the NSF ADVANCE grant for the mentoring, advancement and retention of women in the sciences; oversight of space planning, facilities renovation, safety, instructional equipment needs and technology; coordination of program assessments; college liaison with the Division of Continuing Education; and representing the college at the university level with respect to research compliance and research core facilities issues. Other responsibilities include working with the Dean on administrative evaluations of department heads and directors; interviewing candidates for faculty positions; and representing the College in the Dean's stead as occasion may require.

Applicants should provide the search committee with a complete resume. Each applicant should provide a letter discussing relevant experiences and accomplishments, as well as a statement of management style. In addition, each applicant should ask that letters of recommendation from three individuals speaking to the applicant's qualifications for this position be sent directly to the search committee by the time review of applications begin. Review of applications will begin on

February 15, 2004 and will continue until the position is filled. The term of appointment is five years, and renewable based on the outcome of an administrative review. Effective starting date of this appointment is negotiable, but we hope to fill the position by June 2004. Please send an application and supporting materials to:

Associate Dean Search Committee  
Attn: Annette Maggio  
College of Arts and Sciences  
Eisenhower Hall  
Kansas State University  
Manhattan, KS 66506

*Kansas State University is an equal opportunity employer and actively seeks diversity among its employees.*

## News You Can Use

There are times when you need to put your finger on a statistic or research data for a report or presentation. Here are two websites that can help you.

### National Center for Education Statistics

<http://nces.ed.gov/npec/answers/>

site index | ED.gov | **NPEC** National Center for Education Statistics | Search NCES | Go

**NPEC** NATIONAL POSTSECONDARY EDUCATION COOPERATIVE Better Data for Better Decisions

Accessing National Surveys with Electronic Research Sources

ANSWERS for: Associations, Federal Agencies, IR & Planning, Policy Analysts, State Agencies, Survey Developers, Grad Students

What's New?

The ANSWERS project is brought to you by the National Postsecondary Education Cooperative (NPEC). NPEC was authorized by Congress in 1994 to promote the quality, comparability and utility of postsecondary data and information that support policy development at the federal, state, and institution levels. NPEC receives funding from the National Center for Education Statistics (NCES), U.S. Department of Education.

NCES Headlines: NEW! NAEP Releases 2003 Trial Urban District Assessment Results for Reading and Mathematics; NEW! NCES Handbooks Online

NCES Home | Publications | Surveys & Programs | Quick Tables & Figures | Data Tools | Search | Help | News Flash | NCES Staff | Contact NCES | Site Index

National Center for Education Statistics  
Institute of Education Sciences, U.S. Dept. of Education  
(map) 1990 K Street, NW, Washington, DC 20006, USA, Phone: (202) 502-7300

The ANSWERS website is part of the National Center for Educational Statistics (NCES) and the National Postsecondary Education Cooperative (NPEC) to provide information about the national datasets on postsecondary education institutions.

ANSWERS includes a wide variety of online tools to help different types of users find the data and developer resources they need. The user types are defined as:

- Associations
- Federal Agencies
- IR & Planning
- Policy Analysts
- State Agencies
- Survey Developers
- Graduate Students

Each user type on the drop-down list is linked to a specific page offering suggestions for finding the ANSWERS this group may be searching for.

For example, Graduate Students face common concerns and problems when they research and analyze postsecondary education data. ANSWERS has set up a guide with Issues/Tasks identified and Online Tools listed to help find the data needed.

### Issues/Tasks:

- Course assignment
- Dissertation Topic
- Create a survey
- Problems with a dataset
- Quickly learn a dataset
- Find best definition

### Online Tools:

- Matrix
- Question Bank
- Definition Bank
- References
- Inventory
- Survey Developers Info
- Dataset Variables
- Keywords

A Question/Answer section provides guidance for selecting the correct tool(s) for the issue and/or task.

*Continued on page 7*

site index | ED.gov | **NPEC** National Center for Education Statistics | Search NCES | Go

**NPEC** NATIONAL POSTSECONDARY EDUCATION COOPERATIVE Better Data for Better Decisions

Accessing National Surveys with Electronic Research Sources

ANSWERS for Graduate Students

What does ANSWERS have to offer to graduate students?

There are common concerns and problems that face graduate students when they research and analyze postsecondary education data. ANSWERS provides online tools to address these issues. A list of potential tasks faced by graduate students and how they might be solved using the ANSWERS website is provided below.

**Give feedback**

**Issues/Tasks:**  
[Course assignment](#)  
[Dissertation Topic](#)  
[Create a survey](#)  
[Problems with a dataset](#)  
[Quickly learn a dataset](#)  
[Find best definition](#)

**Online Tools:**  
[Matrix](#)  
[Question Bank](#)  
[Definition Bank](#)  
[References](#)  
[Inventory](#)  
[Survey Developers Info](#)  
[Dataset Variables](#)  
[Keywords](#)

**Email someone the ANSWERS**

**Get email with more ANSWERS**

**Course assignment**  
You need to gather data for a course assignment about postsecondary education. You don't have any data about the topic and can't find any online or print publications that give you exactly what you need.

**Answer**  
Use the [Matrix](#) tool to locate the subject and topic of data needed. Drill down until you find variables that appear to be what you want. Then click to find out more about each variable, including value labels and where to get a copy of the survey questionnaire and access to the the actual data.

**Dissertation topic**  
You are exploring a possible dissertation topic and want to know if data exist to support your research or if you need to conduct your own survey. How do you know if there are any data available that will meet your needs?

**Answer**  
Use the [Matrix](#) to locate the subject and topic of data needed. Once you find a source of potential data, read more about the specific [survey information](#).

**Create a survey**  
As part of a research project, you need to conduct a survey on a specific topic. However, you are uncertain about the best way to ask a question. Where can you find

## Changing of the Guard

**Dr. Arlan D. Norman**, Professor of Chemistry and Associate Dean for Natural Sciences at University of Colorado at Boulder, to Dean, College of Sciences and Technology, Western Washington University.

**Dr. Godson C. Obia**, Acting Associate Dean, College of Sciences, Eastern Illinois University, to Associate Dean.

**Dr. Michael J. Renner**, Professor of Psychology, West Chester University, to Dean, College of Arts and Sciences, Nazareth College.

To have your changes included in the next newsletter, send, fax, or email them to the CCAS office. See page 2 of this newsletter for contact information. ○

## Membership Renewals Coming This Spring

It is almost that time again: Membership renewals and information updates for the 2004-2005 Membership Directory. Despite numerous reminders each year, several institutions fail to return their information sheets and are thereby misrepresented in the Membership Directory by deans, associate deans, or associate deans that have changed.

Once the Membership Directory has been mailed, it is too late to make any changes and the wrong information is in circulation for another year. Yet as soon as the Membership Directory is sent, we get numerous phone calls about "mistakes." For the most part, these mistakes are caused by institutions that have not reviewed or updated membership information and returned it to the CCAS office in a timely manner.

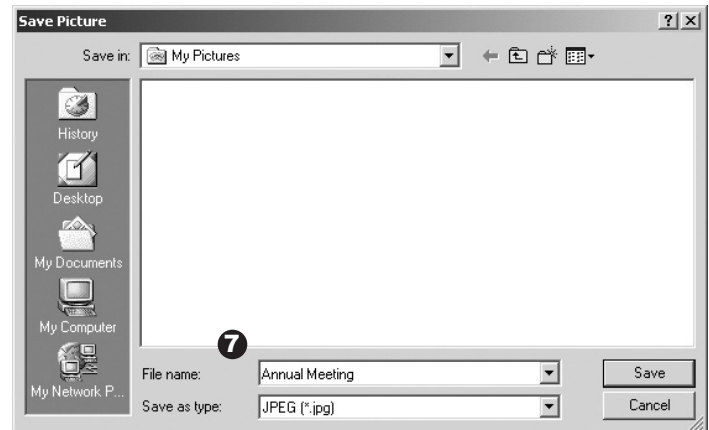
So we ask that as soon as you get your renewal information, to please review it carefully and return it to the CCAS office by the stated deadline. This includes checking spelling as well as phone and fax numbers, room numbers, email addresses, area codes, and zip codes. These important items can and often do change. For example, if an institution is expanding and building new campus facilities, departments are moved. But this may also occur if a tight budget requires consolidation of resources. In addition, IT growth for your campus may mean new email services which in turn change email addresses.

Other changes may include growth in your general area and being assigned a new zip code or area code. We need to know if this has happened so our database can be as up-to-date and accurate as possible.

As we all know, nothing remains the same or static for very long these days! So please make sure the CCAS Office has the right information on file for you. ○

*Continued from page 3*

4. Name the photo (7) whatever you like and save it on your computer. In this example, I named the file "Annual Meeting."



The photo you have saved to your computer is termed a "low-res" (res means resolution) image. It is specifically designed to be viewed on a computer monitor screen. However, it won't print well because it is low-res.

Currently, individual high-res photos are not available from the website; but high-res images do exist. If you are interested in obtaining a high-res 5" x 7" photo or a copy of the high-res jpeg file (a compressed digital image format) on disk we would like to know. If enough of you are interested in high-res photos/images, maybe the Board will consider setting up this service. We can't make any promises, but your feedback is important.

We hope you enjoy the memories (photos) and are making plans to attend this year's Annual Meeting in San Antonio. Depending on how things go, we may be able to entice Mary to volunteer Andy again. ○

### Gallaudet University

serves deaf and hard of hearing students from many different backgrounds and seeks to develop a workforce that reflects the diversity of its student body. Gallaudet University seeks the following positions for tenure track and full-time temporary faculty:

#### Academic Departments Faculty Positions

##### College of Liberal Arts, Sciences, and Technologies

Department of Communication Studies  
Department of English Full-time Temporary Position  
Department of English Tenure Track Position

##### Department of Government and History

Full-time Temporary Faculty Position in  
American History  
Department of Social Work Tenure Track Position

#### Academic Departments

##### Graduate School and Professional Programs

Department of Linguistics Tenure Track Position  
For job summary, position requirement, application process and deadlines, go to:

<http://af.gallaudet.edu/po/employment.html>

For detailed job descriptions, go to:

<http://academicaffairs.gallaudet.edu/jobs>

Continued from page 5

Continuing with our Graduate Student example, the following example from the website shows the user how to approach finding data for a dissertation topic and what tools to use to access.

### Dissertation topic

You are exploring a possible dissertation topic and want to know if data exist to support your research or if you need to conduct your own survey. How do you know if there are any data available that will meet your needs?

### Answer

Use the Matrix to locate the subject and topic of data needed. Once you find a source of potential data, read more about the specific survey information.

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The second website is:

### The National Information Center for Higher Education Policymaking and Analysis

<http://www.higheredinfo.org/>

This website provides higher education policymakers and analysts with the data and information needed to make sound decisions. The website contains comparative data for states, and counties, and useful contextual information. The "Policy Questions" section allows you to find answers to specific questions regarding your state's system of higher education.

The "Data and Maps" section of the website provides you with an area to customize data searches.

The "Generate Your Own Data" feature allows you to extract custom data sets from the database of educational measures. You can export this data in tab-delimited or Excel format for use in your own work.

Using the "Generate Your Own Map" link lets you use your own data sets to generate custom US and state maps with quartile rankings, just like the ones displayed elsewhere on this site. These maps can then be downloaded in JPEG format for use in your presentations and documents. The sample map shown to the right is an example of the types of maps you can create. ○

The National Information Center for Higher Education Policymaking and Analysis

Home | About Us | Contact Us

Policy Questions | Special Analyses | Supporting Info | Data & Maps

How is Your State Doing?

- Preparation
- Participation
- Affordability
- Student Learning
- Completion
- Benefits
- Employment
- Finance
- Crosscutting Info

Also See:  
[Measuring Up: The State-By-State Report Card](#)



TURNING DATA INTO INFORMATION

Welcome to HigherEdInfo.org! Created by NCHEMS

Thanks to the Ford Foundation and the National Postsecondary Education Cooperative for supporting the development of this website. This website is our on-going effort to provide higher education policymakers and analysts with the data and information needed to make sound policy decisions. By navigating the links on the left, you'll find comparative data for states, and counties, and useful contextual information. Also, click above on "Policy Questions" to find answers to specific questions regarding your state's system of higher education.

HOW TO USE THIS WEBSITE >>

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 Site designed by WebFirst

The National Information Center for Higher Education Policymaking and Analysis

Home | About Us | Contact Us

Policy Questions | Special Analyses | Supporting Info | Data & Maps

Generate Your Own Data & Maps

Generate Your Own Data

The Generate Your Own Data feature allows you to extract custom data sets from our database of educational measures. You can export this data in Tab-Delimited or Excel format for use in your own work.

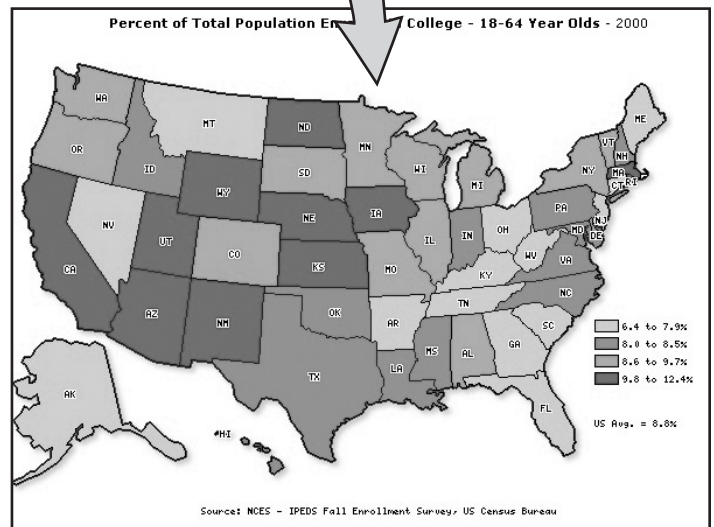
[Use Generate Your Own Data now](#)

Generate Your Own Map

With **Generate Your Own Map** you can use your own data sets to generate custom US and state maps with quartile rankings, just like the ones displayed elsewhere on this site! These maps can then be downloaded in JPEG format for use in your presentations and documents.

[Use Generate Your Own Map now](#)

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Council of  
Colleges of Arts  
and Sciences

College of Liberal Arts and Sciences  
Arizona State University  
PO Box 873108  
Tempe, AZ 85287-3108

## *Annual Meeting Photos Now Online*

