



NEWSLETTER

Council of Colleges of Arts and Sciences

Volume 25, Number 3

May-June 2004

Mary Hancock-Niemic, Editor

2004-05 CCAS Membership Directory Renewal Forms Being Sent Out in June Have a New Look

This June the CCAS membership renewal information forms will be sent out. Each year the CCAS office sends its membership a copy of the information that is in its database for verification, updates, and changes. If changes in decanal staff have taken place at your institution over the past year and you haven't notified the CCAS office, you will find the information on the renewal form you receive is no longer valid.

To make sure our membership has access to CCAS services and benefits, we must have accurate data. So please review the membership renewal information form carefully and make changes as necessary.

If there are changes, updates, or corrections needed, cross out the incorrect information, and print or type the correct information on the form. If there is not enough room, please use a separate sheet of paper to indicate the updates needed. If all the information is correct, all that is needed is to check the "OK as is" box on the form. (See 1 on Example Form.)

Then return the membership forms to the CCAS office. Please note that even if no changes are needed, it is still necessary to return the form to the CCAS office with the "OK as is" box checked.

The changes/updates will be made in the database and in the 2004-05 CCAS Membership Directory when it is printed this summer. If we do not receive your membership form with changes or the "OK as is" box checked, we will not be able to include your decanal information in the Membership Directory. Only the institution information will appear because we could not confirm the decanal staff.

Once your information has been received in the CCAS Office you will be faxed an invoice for your 2004-2005 membership dues. Remember that CCAS does not accept credit cards or payment cards of any kind. When making arrangements for payment, make sure your accounting department is aware of this. If you have any questions, please contact the CCAS office.

The renewal forms have been redesigned this year to consolidate information. Instead of having a separate page for each decanal staff member, all information

related to a specific academic unit within an institution member will be on one page (whenever possible.) By grouping decanal staff with their academic unit, we hope to make it easier to check the information. (See 2 below.)

For example, the address for an academic unit is usually the same for all decanal staff in that unit. Rather than print the address for each staff member, the address is printed once under the academic unit. (See 3 below.)

Membership Forms continued on page 6

CCAS Membership Renewal 2004-2005 Make changes or check OK below. Then fax to CCAS: (480) 727-6078
DEADLINE: July 16, 2004

Institution: **The Zippy Institute** FICEID: 101010 Carnegie Classification: Masters II Web Site: www.zippy.edu Public or Private: Private

Academic Unit: **College of Spells** Unit No: 1 Unit Total: 2
343 Spellman Blvd, 3
Miracle Mile, CA 99999

Title and Name	Address (if different or in addition to above)	Phone	Fax	Ext
Sorcerer Merlin the Magician	Cave 3223	(P) (123) 000-0000	(F) (123) 000-0001	
Levitation	mm@zippy.edu			
Sorcerer's Apprentice Mickey Mouse	Mouse Hole 12	(P) (123) 000-0000	(F) (123) 000-0001	
Levitation	mmouse@zippy.edu			

Name and contact information of the person who filed out the form:
Date: _____ Contact: _____ Phone: _____ Fax: _____ Email: _____

1 ENTIRE PAGE IS "OK AS IS"

Example of the New Membership Renewal Form

In this issue

July CCAS Seminars for New Deans and Department Chairs Filling Up Fast	2
Calling the CCAS Office in a Timely Manner.	2
Changing of the Guard	3
2004 CCAS Meeting and Seminar Schedule	3
Two Outstanding Guest Speakers to Address CCAS Membership at this November's Annual Meeting	3
CCAS Department Chairs Preliminary Program	4
Call for Participation in the 2004-05 New Hires Survey	7

July CCAS Seminars for New Deans and Department Chairs Filling Up Fast

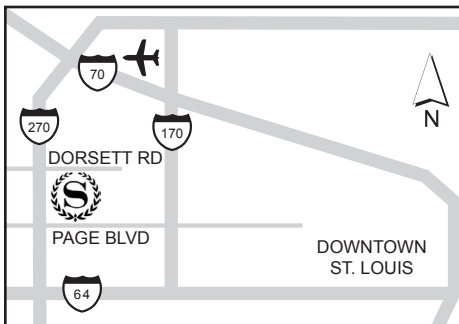
The New Deans Seminar (July 18-21) and Department Chairs Seminar (July 15-17) are quickly reaching the limit of 40 participants. Both are being held in St. Louis, Missouri at the Sheraton West Port Hotel Lakeside Chalet. (See map below.)

Julia Wallace, Dean of the College of Social and Behavioral Sciences at the University of Northern Iowa in Cedar Falls, Iowa is the Program Director for the New Deans Seminar. This seminar is open to deans, associate deans, assistant deans, acting deans,

interim deans, and senior decanal staff. This seminar is a forum for new or recently appointed deans to engage experienced university administrators of wide institutional experience in discussion to examine the art of college administration.

Raymond Tymas-Jones, Dean of the College of Fine Arts at Ohio University in Athens, Ohio is the Program Director for the Department Chairs Seminar. Focused on department chairs, department heads, and department managers, this seminar offers the opportunity to study the art of departmental administration through close interaction with colleagues from other institutions and disciplines.

Both the New Deans Seminar and Department Chairs Seminar registration forms are available on the CCAS website (www.ccas.net). The Department Chairs form is also available in this newsletter. ○



Calling the CCAS Office in a Timely Manner

Have you ever called the CCAS office and had to leave a voice message? The answer might be related to the time of day when you call.

This can be confusing at times since Arizona is one of only a few states that do **not** go on Daylight Savings Time. So in April, instead of continuing to be on Mountain time, Arizona becomes aligned with the Pacific time zone.

That means from now until October, there is a 3 hour time difference between the CCAS office and the East Coast. Correspondingly, the time difference between the CCAS office and the Central time zone is 2 hours while there is a 1 hour time difference from the Mountain time zone.

However, no matter what time you call, please be assured that we get your messages and follow up as soon as we can. ○

US Time Zones (Continental Zones Only)

CCAS Office in Tempe, Arizona

Arizona does not go on Daylight Savings Time.

Summer: Same as Pacific Time.
Winter: Same as Mountain Time.

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	\$195.00
100 - 299	\$290.00
300 - 499	\$395.00
500 - 749	\$495.00
750+	\$595.00

The CCAS Staff

Acting Executive Director *Fran Peck*
 Assistant to the Executive Director and Newsletter Editor. . . *Mary Hancock-Niemic*
 Clerical Assistant. *Naheed Ahmed*

Contact Us

Phone (480) 727-6064
 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.

Changing of the Guard

Paul E. Bibbins Jr., Professor of Biology and Dean, College of Arts and Sciences, Kentucky State University, to Dean, Ohio University's Eastern campus.

Mike Hennessy, Professor of English, College of Liberal Arts, Texas State University-San Marcos, to Associate Dean, College of Liberal Arts, Texas State University-San Marcos.

Carl J. Strikwerda, Associate Dean, College of Liberal Arts and Sciences, University of Kansas, to Dean, Arts and Sciences, College of William and Mary.

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. ○

2004 CCAS Meeting and Seminar Schedule

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

Two Outstanding Guest Speakers to Address CCAS Membership at this November's Annual Meeting

Although it may seem early to be planning your schedule for November, you will definitely want to set aside time to attend this year's Annual Meeting in San Antonio, Texas. We have been able to arrange for two dynamic guest speakers to address the CCAS membership:

- **Stanley Fish**, *Dean*
College of Liberal Arts & Sciences
University of Illinois at Chicago
Chicago, Illinois

Stanley Fish, a well-respected, but sometimes controversial author is known for his opinions on censorship. Love him or hate him, there's no getting around Stanley Fish, particularly when it comes to matters of how we speak and what we mean when we do.

- **Laura Palmer Noone**, *President*
University of Phoenix
Phoenix, Arizona

Dr. Palmer Noone is the chief administrative officer responsible for the largest private university in the United States. She is frequently requested as a keynote speaker and has addressed audiences across the country regarding for-profit higher education, non-traditional education and modes of delivery, and the use of new technology in education.

This is a meeting you will *not* want to miss! So plan now to attend and reserve the dates of November 10th through the 13th on your calendar.

The meeting will be held at the Hyatt Regency on the Riverwalk. It is on the banks of San Antonio's renowned Riverwalk, across from the Alamo, with stunning views of old San Antonio. This premier convention hotel features a 16-story garden atrium built over an extension of the San Antonio River where you will see a waterway cascading through it.

For further information about the hotel, its amenities, and an area guide for San Antonio, go to:

<http://sanantonioregency.hyatt.com/property/index.jhtml>

New this year are changes that the Board of Directors have made to the meeting schedule. There have been time changes for some events and a different criteria used to break out the breakfast meetings. In addition, more activities will be scheduled at the end of the meeting instead of the beginning. More information and the new schedule will appear in the next newsletter. ○

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 these administrators use, as well as ideal models of administration. Group discussion is critical to the

seminar format. Registration, therefore, is limited. A social hour on the first evening, 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 registration fee. Raymond Tymas-Jones, Dean, College of Fine Arts, Ohio University, will direct the 2004 Seminar for Department Chairs.

REGISTRATION INFORMATION

Eligibility

The seminar is open to department chairs at accredited baccalaureate degree-granting institutions that are nominated by their dean to attend. **No more than two (2) chairs from the same institution may attend each seminar.** (Others may be nominated, but will be put on an alternate waiting list to provide an opportunity to chairs from other institutions to participate.) The first forty (40) registration requests will be accepted.

CCAS Registration Fee

\$450.00 – includes Thursday evening social hour, breakfast and lunch on Friday, breakfast on Saturday, mid-session refreshments, and the cost of seminar materials.

Registration Deadline

Wednesday, **June 16.**

How to Register and Make Payment

Please complete the Registration Form on the next page and fax it to the CCAS office *prior to processing the paperwork with your Business Office.* **Payment need not accompany your registration.**

The CCAS office will acknowledge your registration by return fax. Then you may send your materials through your normal business procedures for payment.

DO NOT make binding air travel reservations until your registration has been accepted and you have been notified by return fax of your acceptance into the seminar.

Please note: CCAS does not accept credit cards.

Seminar Program Notes

Workshop for New Chairs, July 15th from 4:00 pm to 5:30 pm is designed for new chairs. However, experienced chairs are encouraged to attend if space allows. There is no charge for the Workshop, but to help us with space planning, please register if you plan to participate.

Please note: It is your responsibility to cancel your hotel reservation in the event you cannot attend the seminar. CCAS takes no responsibility for an individual's hotel reservations.

Hotel Registration

CCAS does not make hotel reservations for participants or presenters.

Sheraton West Port Lakeside Chalet

191 West Port Plaza, St Louis, Missouri 63146
Phone: 314-878-1500; Fax 314-878-2837

RATES: Seminar rate is \$120 single or double exclusive of local taxes and fees. These rates are available to you two days before and two days after the seminar.

ROOM BLOCK: Please refer to the **Council of Colleges of Arts and Sciences** or **CCAS** to identify the room block.

CUT-OFF DATE: The cut-off date for the CCAS room block is **June 16** (unless the reserved room block fills earlier); after that date room reservations will be on a space-available basis at the meeting rate.

PAYMENT: A reservation deposit is required. The hotel accepts major credit cards. Cancellations or changes in arrival date / departure date must be made at least 72 hours in advance of scheduled arrival.

Seminar Cancellations and Refunds

All cancellations **must be in writing** (fax or email or letter) and received by the CCAS office at end of the business day (5 pm MST) for each deadline.

REFUND SCHEDULE

On or before on Wednesday, June 16th:

*Registration fee will be refunded,
less a 10% administrative fee*

From June 17th to July 13th:

50% of registration fee will be refunded

On or after July 14th: *No refunds.*

NOTE: If you cancel and have not paid, an invoice for the appropriate administrative fee will be sent to you. In the event you cancel after July 13th, you are still responsible for the entire registration fee amount, and will be invoiced accordingly.

The CCAS office will acknowledge only written cancellations by return fax.

CCAS Department Chairs Preliminary Program

Day 1: July 15, Thursday

3:00 – 5:30 p.m.
Seminar Registration
 4:00 – 5:30 p.m.
Workshop for New Chairs
 6:00 – 7:00 p.m.
Social Hour (Dinner on our own)

12:00 Noon – 2:00 p.m.
Luncheon
 2:00 – 3:30 p.m.
Conflict Management OR Recruitment, Retention, and Development of Faculty
 3:30 – 4:00 p.m.
Refreshments
 4:00 – 5:30 p.m.
Recruitment, Retention, and Development of Faculty OR Conflict Management
Evening (Dinner on your own)

Day 2: July 16, Friday

7:00 – 8:00 a.m.
Continental Breakfast
 8:00 – 8:30 a.m.
Welcome and Introduction
 8:30 – 10:00 a.m.
The Chair as Academic Leader OR Resource Management
 10:00 – 10:30 a.m.
Refreshments
 10:30 – 12:00 Noon
Resource Management OR The Chair as Academic Leader

Day 3: July 17, Saturday

7:00 a.m. – 8:00 a.m.
Continental Breakfast
 8:00 a.m. – 9:30 a.m.
Case Studies
 9:30 a.m. – 10:30 a.m.
Refreshments
 10:00 a.m. – 12:00 Noon
Working with Deans and the Chairs' Clinic

2004 Facilitators

Sharon Downey, Chair, Department of Communication Studies, California State University-Long Beach
Michael Dues, Head, Department of Communication, University of Arizona
Gerald Intemann, Dean, College of Science and Mathematics, Towson University
Kevin Railey, Chair, Department of English, Buffalo State College
Martin (Marty) Wood, Chair, Department of English, University of Wisconsin-Eau Claire



Registration deadline is **June 16th** or when seminar capacity is reached.



Department Chairs Seminar Registration Form

I plan to attend the Workshop for New Chairs on July 15th (no extra fee)

Title _____ Name _____

Institution _____

Academic Unit _____

Mailing Address _____

City / State / Zip _____

Telephone _____ FAX # (required) _____ Email _____

Do not make final travel arrangements until you have received confirmation or acceptance into the seminar from the CCAS office.

Registration Fee \$450.00	<input type="checkbox"/> I am enclosing a check (payable to CCAS) for \$ _____.	TO REGISTER: Fax this completed form to 480-727-6078 Then mail original form with payment to: Council of Colleges of Arts and Sciences Arizona State University P.O. Box 873108 Tempe, AZ 85287-3108
CCAS FEI # 42-6122857	<input type="checkbox"/> I have requested payment by my Institution (P.O. # _____)	

Membership Form *continued from page 1*

If a staff member has a unique room number or mail code, it can be added without having to repeat the entire academic unit's mailing address. By fine-tuning the address, CCAS will be able to ensure delivery of membership materials in a timely manner. (See 1 below.)

Please note that it is important to have the person who fills out the form provide contact information. That way we can reach the person directly if we have questions. (See 2 below.)


This year, in accordance with the CCAS by-laws, the Board has approved a 15% increase in membership dues. See the new schedule of dues in the box at the right.

Once your membership renewal form has been returned to the CCAS office, an invoice based on the number of baccalaureate degrees granted from your institution will be sent to you. This year, in an effort to update our files, you will be asked to provide that number in a separate box instead of relying on previous years. (See 3 below.) As we all know, nothing stays the same and we want to be sure your dues are fairly assessed.

2004-2005 Membership Dues	
No. of BA/BS Degrees Awarded	Dues
1 - 99	\$195.00
100 - 299	\$290.00
300 - 499	\$395.00
500 - 749	\$495.00
750+	\$595.00

Notice that the deadline and CCAS fax number is in the upper right hand corner. (See 4 below.) These forms must be returned to the CCAS office by **July 16th** to be included in the Membership Directory. Membership forms will continue to be accepted after that date so we can update our membership database, but your decanal

Membership Forms continued on page 7



Membership Renewal 2004-2005

4 Make changes or check OK below. Then fax to CCAS: (480) 727-6078
DEADLINE: July 16, 2004.

Institution: **The Zippy Institute**

FICEID: 101010 Carnegie Classification: Masters II Web Site: www.zippy.edu Public or Private: Private

Academic Unit: **College of Magic** Unit No: 2 Unit Total: 2

324 White Dove Lane
Miracle Mile, CA 99999

Please enter the total number of degrees granted **3**

Title and Name Discipline	Address (if different or in addition to above) Email	Phone Fax	Ext
Dean Harry Houdini Potions	Water Tank 5 hh@zippy.edu	(P) (123) 999-9999 (F) (123) 999-9991	
Associate Dean Amazing Kreskin Slight of Hand	ak@zippy.edu	(P) (123) 666-6666 (F) (123) 999-9991	
Associate Dean Eastem Wtch Wicked Brooms	eww@zippy.edu	(P) (123) 111-1111 (F) (123) 999-9991	
Dean of Alchemy Wicked West Wtch Spells	Broom 13 ww@zippy.edu	(P) (123) 111-1111 (F) (123) 999-9991	

2 Name and contact information of the person who filled out the form.

Date: _____ Contact: _____

Phone: _____ Fax: _____ Email: _____

ENTIRE PAGE IS "OK AS IS"

Call for Participation in the 2004-05 New Hires Survey

The 2004-2005 New Hires Survey (NHS) will be distributed by electronic means this year. The blank survey form in Microsoft Excel format will be available from the CCAS website:

<http://www.ccas.net>

Each year the survey is sent to the CCAS membership to fill out and return to the CCAS office by September. It is then compiled into one large Excel file and given to each participating member.

Last year, in an effort to encourage more participation this year, the CCAS Board of Directors approved a one-time free distribution of the compiled NHS to any institution that requested it, whether or not it had participated in the collection of data. In the past, the NHS was available to those who did not participate, but at a cost of \$100.

Now that non-participating institutions have had the opportunity to receive a copy of the

Membership Form

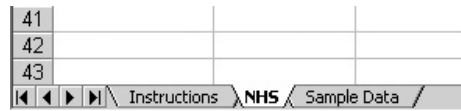
continued from page 6

information will **not** be included in the 2004-05 Membership Directory. The importance of the July 16th deadline cannot be overstated because of the time required to have them printed. To have them printed and sent out to you prior to the Annual Meeting in November, we need your cooperation.

One last point to keep in mind. When you receive the invoice for membership dues, please make the payment as soon as possible. We would like to receive payment no later than **October 15th**. This will ensure your ability to vote for the CCAS Board of Directors at the Annual Meeting. Although members and non-members are encouraged to attend, only those members whose dues have been paid prior to November 5th will be able to vote. If you have questions, please call the CCAS office. ○

NHS and understand its value, we are hoping for a larger group of participants. The more institutions that participate, the better the data and the more valuable a tool it becomes to each institution and academic unit.

We have also revised the form this year. All instructions are included in the Excel file itself, along with sample data to help you fill out the form. Click on the tabs in the lower right hand corner of the Excel file to access them. (See the screen captures of each tab below.)



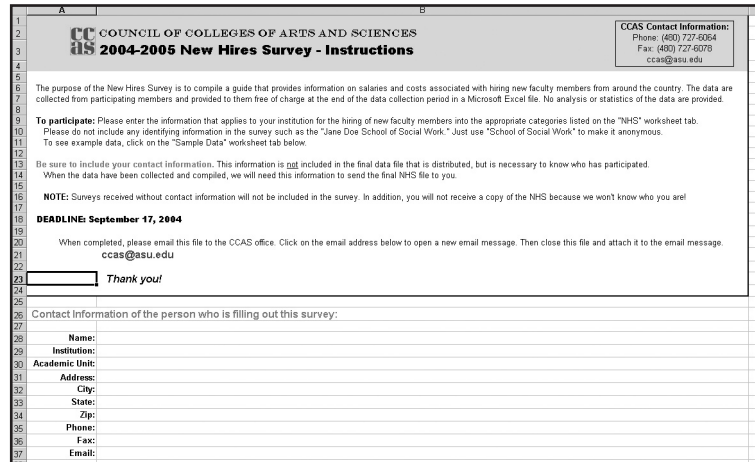
The Instructions tab provides you with information about the New Hires

Survey, the deadline for completing the survey, and how to submit your completed survey to the CCAS office.

The NHS tab is where you will enter your data. If you aren't sure about the type of data to enter and would like to see a sample of what other people have done, click on the Sample Data tab. If you have further questions, you can always contact the CCAS office.

Once you have completed the survey, email it back to the CCAS office at ccas@asu.edu by **September 17th**.

By doing this electronically, it will make it easier for you to complete and will allow us to distribute it quicker. We hope to increase participation in this survey to make it the most comprehensive and useful survey we have had to date. ○



The Instructions Tab.

Carnegie Classification	Geographic Region	Institution Type	Dept of Hire	Faculty Specialty/Discipline	Hire Rank	Terminal Degree	Y Degree Awarded	Y Tenure Awarded	Starting Salary	Starting Salary Comments	Start Up Cost: Equipment	Equipment Start Up Costs Comments	Start Up Cost: Other	Other Start Up Costs Comments	Moving Allowance	Moving Allowance Comments	Other Costs/Comments
...

The NHS Tab.

Geographic Classification	Geographic Region	Institution Type	Dept of Hire	Faculty Specialty/Discipline	Hire Rank	Terminal Degree	Y Degree Awarded	Y Tenure Awarded	Starting Salary	Starting Salary Comments	Start Up Cost: Equipment	Equipment Start Up Costs Comments	Start Up Cost: Other	Other Start Up Costs Comments	Moving Allowance	Moving Allowance Comments	Other Costs/Comments
...

The Sample Data Tab.



Council of
Colleges of Arts
and Sciences

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

There are still a limited number of seats available!

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

(Open to all Deans, Associate Deans, Assistant Deans, etc.)

Sheraton West Port Hotel Lakeside Chalet

St. Louis, Missouri