



# NEWSLETTER

Council of Colleges of Arts and Sciences

Volume 25, Number 4

July-August 2004

Mary Hancock-Niemic, Editor

## A Letter to the CCAS Membership from President-elect Dee Abrahamse

Dear CCAS Members,

The annual CCAS meeting is well under way, and you will be receiving the preliminary program soon. Many of you have volunteered for panels, case study sessions and other events this year, and the program looks exciting. The Board of Directors held extensive discussions about the format of the meeting, and has decided on some changes that will appear in this year's program. One decision was to set a theme for each year's conference. This year's theme is "Empowering Arts and Sciences Deans: Leadership in Changing Universities," and throughout the program you will find panels and round table discussions of dimensions of leadership. Our two plenary speakers will address the topic in different ways. Our plenary speaker, Stanley Fish, is undoubtedly the best known dean in the country through his monthly columns in the *Chronicle*, and we look forward to a witty and provocative talk. Laura Palmer Noone, President of the University of Phoenix will talk about leadership in a fast-changing university environment.

You'll find some changes in format for this year's conference. In recognition of the difficulties many Deans face in being away from campus, we are trying to avoid Wednesday afternoon workshops and programs so that participants will not have to use Tuesday as a travel day. Consequently, the New Deans and Associate Deans workshops will be held this year on Saturday morning. We have also changed the voting procedures and moved the business meeting. Ballots will be distributed in the beginning of the conference, to be returned by Friday morning. The business meeting is now scheduled on Friday morning at 10:30, and will be used for discussion of long range plans for CCAS as well as formal business. We hope you'll all participate in a discussion of future directions and opportunities for CCAS. On Friday afternoon, we have now scheduled sessions, and are experimenting with some free-flowing discussions, on topics such as creating a reading list for deans.

The Board felt that there should be more opportunities for similar institutions to discuss their concerns with the standing committees that represent them. Consequently, instead of regional breakfasts, we are experimenting

with Thursday breakfasts organized by sector, for research, comprehensive, liberal arts, and metropolitan/urban universities. We are also scheduling a separate breakfast for private universities, since CCAS would like to be more responsive to private university issues. You are certainly free to carve out tables with your regional friends within these groups! Finally, we plan to rotate the minority and women's breakfasts from year to year, so this November you'll find the women's breakfast on Saturday. All deans are very welcome at both sessions!

We promise a conference that will continue to have CCAS's long-held commitment to "deans helping deans" pragmatically, as well as our emphasis on a forward-looking theme. Sessions like the case studies, deans clinics and Isaac Mowoe's invaluable legal advice are unchanged, as are the opportunities for informal fellowship and discussion. And San Antonio offers its charm, southwestern food and good November weather to all of us. We hope to see you all there!

Sincerely,

Dee Abrahamse

*President-elect*

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## Fighting Spam When Emailing CCAS



As you have probably experienced first-hand, email spam is everywhere. You cannot open your email program without seeing messages from people you don't know trying to sell you products and services you don't care about. We know this is a problem for you, and for the CCAS email account, it may be even worse.

We have tried spam filters. However, the filtering seems "hit and miss" at best, and often blocks email from our membership. So we have had to remove it.

This leaves us with a dilemma. The CCAS email account receives hundreds of extraneous messages on an almost daily basis. As you can well imagine, the time it takes to go through the email and find the legitimate messages is substantial.

One way we screen messages is to look for the ".edu" in the email

address. While we do our best, occasionally email that is not spam will be deleted. This happens when you use an email address that ends with ".com" such as from a Yahoo account or other email provider.

We would like to propose a method to help prevent your email from being accidentally deleted. In order to get your message to stand out from the spam, please put "CCAS Office:" or "ATTN CCAS" in the subject line.

For example, you might type: "CCAS Office: New Deans registration question" or "ATTN CCAS: Membership." This will help us to pick out the messages from our members that need our attention.

Of course, this won't stop the spam. Unfortunately, it is something all of us will have to continue to deal with in the foreseeable future. But it should help us to quickly find the email we need to respond to. Otherwise, we routinely delete messages from ".com" email providers without ever opening them. ○

## 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**

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**Arizona does not go on Daylight Savings Time.**

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**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. . . . . *Selene Ball*

### 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.

## 2004-2005 CCAS Meeting and Seminar Schedule

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### JULY

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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

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### SEPTEMBER

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September 19 – 21

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

September 26 – 27

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

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### NOVEMBER

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November 10 – 13

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

# 2005

## MARCH

March 16 – 19

**CCAS Deans Seminar**  
*Sheraton Omaha*  
Omaha, Nebraska

## Changing of the Guard

**Dominic J. Balestra**, Distinguished Professor, Political Science Department, Fordham University, to Academic Associate Vice President, Undergraduate Education and Dean, Faculty of Arts and Sciences, Fordham University.

**Paul A. Beck**, Professor and Chair, Political Science Department, Ohio State University, to Dean, College of Social and Behavioral Sciences, Ohio State University.

**Susan Coultrap-McQuin**, Dean, College of Social and Behavioral Sciences, Minnesota State University, Mankato, to Provost and VPAA, SUNY Oswego.

**Sandra DeYoung**, Associate Dean, College of Science and Health, William Paterson University, to Dean, College of Science and Health, William Paterson University.

**William M. Dodd**, Associate Dean, Katherine Reese Pamplin College of Arts and Sciences, Augusta State University, to Associate Vice President for Academic Affairs, Katherine Reese Pamplin College of Arts and Sciences, Augusta State University.

**Michael Fishbein**, Dean, Academic Affairs and Student Affairs, Lyndon State University, to Vice President for Academic Affairs and Dean, Daniel Webster College.

**Richard Gigliotti**, Dean, College of Humanities and Social Sciences, Montclair State University, to Dean, College of Arts and Humanities, Texas A&M University - Corpus Christi.

**Joe Gow**, Dean, College of Liberal Arts, Winona State University, to Provost and Dean, College of Arts and Sciences, Nebraska Wesleyan University.

**Lance R. Grahn**, Associate Professor and Chair, Department of History, Marquette University, to Dean, College of Letters and Sciences, University of Wisconsin, Stevens Point.

**Jennifer Hamilton**, Associate Professor, English, Rochester College, to Dean, College of Arts and Sciences, Rochester College.

**Thomas Kent**, Dean, Graduate Studies, Utah State University, to Dean, College of Arts and Sciences, Western Michigan University.

**J. Michael Kelly**, Chair, Department of Natural-Resource Ecology and Management, Iowa State University, to Dean, College of Natural Resources, Virginia Tech.

**Joseph S. Lewis III**, Dean, School of Art and Design, Fashion Institute of Technology, to Dean, School of Art and Design, Alfred University.



## Frequently Asked Questions by the Membership

The CCAS Office receives questions from our membership covering a wide variety of topics. From time to time, we will put together a list of questions with the answers in the newsletter since they may be pertinent to things you want to know.

**Q. I can download registration forms in pdf format from the CCAS website, but when I try to open it I get error an message. Why?**

A. The most common reason for being unable to open a pdf file is not having the correct version of the Adobe Acrobat Reader. The Reader is free, so if you have a problem, check its version.

Most pdf files are standardized for versions 5 and 6, so if your Reader is version 4 or lower, get rid of it immediately and get the latest version (6.0) from Adobe's website: <http://www.adobe.com/products/acrobat/readstep2.html>

**Q. Does payment for registration to seminars, workshops, and the annual meeting have to be paid to CCAS prior to attending each event?**

A. No. Because CCAS does not accept credit or payment cards, payments must be processed through the accounting procedures set up by each institution. The procedures vary in both the amount of paperwork and the time it takes to get processed. For this reason, it is not required that your payment accompany initial registration.

However, to be admitted to each event, you must complete the registration form and submit it to the CCAS Office by the deadline stated. Your payment may follow at a later time.○

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### *Changing of the Guard continued from page 3*

**Charles A. McAdams**, Acting Dean, College of Arts and Sciences, Central Missouri State University, to Dean, College of Arts and Sciences, Northwest Missouri State University.

**John W. Roberts**, Professor, English and Associate Dean, College of Humanities, Ohio State University, to Dean, College of Humanities, Ohio State University.

**Vida Samiian**, Associate Dean, College of Arts and Humanities, California State University, Fresno to Interim Dean, College of Arts and Humanities, California State University, Fresno.

**Jenny Zorn**, Associate Dean, College of Social and Behavioral Sciences, California State University San Bernardino, to Associate Provost for Academic Programs, California State University San Bernardino.

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.○

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### *Teacher Prep Seminar Preliminary Program continued from page 4*

## Tuesday, September 21, 2004

7:30 – 8:30 am Continental Breakfast

8:30 – 10:30 am Plenary Session IV  
*"The Collaborative Role of Arts & Sciences and Education in Professional Development Schools."*  
 —Larry Kimmel, and  
 —Ellen Beaty-O'Ferrall  
 John Hopkins University

*"Collaborative Approaches That Work"*  
 —Ron Toll, University of Central Arkansas  
 —Jane McHaney, Armstrong Atlantic State University

10:30 – 11:30 am Work Session: **"Action Plans: What to do when we return to campus"**

11:30 am – 12:30 pm Dissemination of Plans & Wrap Up

The registration form for this seminar is on the next page in this newsletter. It is also available for download in pdf format from the CCAS website: <http://www.ccas.net> by clicking on the "Meeting" button in the left hand column and following the instructions on the web page.○



## Effective Collaboration in Teacher Preparation Registration Form

**September 19-21, 2004:** The seminar is open to teams of deans of baccalaureate degree-granting colleges of arts and sciences and of education, with preference given to those who have not participated previously. Both disciplinary areas must be represented by deans on a team from a given institution.

### Registration Deadline: August 18, 2004

or until seminar is filled. Your registration will be confirmed by return FAX. The first 24 registration requests (48 DEANS, ASSOCIATE OR ASSISTANT DEANS) will be accepted; additional requests will be wait-listed in order of receipt. Please do not make final travel arrangements unless you receive a confirmation of acceptance into the seminar by FAX from the CCAS office.

### Registration Fee: \$800 per pair of deans

includes refreshments, social hour, continental breakfasts, one luncheon, and conference materials.

### Hotel Reservations

Registrants should contact the hotel directly for room reservations; please mention "CCAS Teacher Preparation Seminar" to receive the reduced conference rate.

#### Embassy Suites Hotel Downtown Denver

1881 Curtis Street, Denver, CO 80202

Phone: 303-297-8888; FAX 303-298-1103

### Hotel Reservation Deadline: August 20, 2004

(unless the reserved room block fills earlier); after that date room reservations will be on a space-available basis at the meeting rate.

### Seminar Cancellations and Refunds

All cancellations *must be in writing* (fax, email or letter) and received by the CCAS office at end of the business day (5 pm PST) for each deadline. The CCAS office will acknowledge only written cancellations by return fax.

#### REFUND SCHEDULE

On or before on August 18th:

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

From August 19th to September 18th:

*50% of registration fee will be refunded*

On or after September 19th: *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 September 18th, you are still responsible for the entire registration fee amount, and will be invoiced accordingly.**

*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.*

### CCAS does not accept credit cards.

It is not required that your payment accompany initial registration. To be admitted to the seminar, it is most important that you complete the registration form and submit the information as soon as feasible. Your payment may follow at a later time.

Institution

**Arts & Sciences Academic Unit**

Title Name

Mailing Address

City / State / Zip

Phone Fax (required) Email

**Education Academic Unit**

Title Name

Mailing Address

City / State / Zip

Phone 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**  
**\$800.00**  
per pair of deans

- I am enclosing an \$800 check (payable to CCAS).  
CCAS FEI # 42-6122857
- I have requested payment by my Institution  
(P.O. # \_\_\_\_\_)

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 Deans and Development Seminar Registration Form

## CCAS Deans and Development Seminar Dates

September 26th to 27th, 2004 (All day Sunday and all day Monday)

## Registration Fee and Deadline

Seminar Fee is \$400.00. Registration deadline is Friday, **August 20**, or until capacity is reached.

## How to Register

Please complete the Registration Form below and fax it to the CCAS office *prior to processing the paperwork with your Business Office*. The CCAS office will acknowledge your registration by return fax. Then you may send your materials through your normal business procedures.

**Please note: CCAS does not accept credit cards.**

## Hotel Registration

**Registrants and presenters should make room reservations directly with the seminar hotel.**

## Westward Look Resort

245 East Ina Road • Tucson, AZ 85704  
 Phone 520-297-1151 / 800-722-2500  
 Fax 520-297-9023  
 www.westwardlook.com

RATES: Seminar rate is \$109 single or double exclusive of local taxes and fees.

ROOM BLOCK: Please specify that you are attending the "Seminar for New Chairs with the **Council of Colleges of Arts and Sciences**." Usually "CCAS" or "Council of Colleges of Arts and Sciences" will suffice to identify the room block.

CUT-OFF DATE: **August 20** (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, email or letter) and received by the CCAS office at end of the business day (5 pm PST) for each deadline. The CCAS office will acknowledge only written cancellations by return fax.

### REFUND SCHEDULE

On or before on Friday, August 20th:

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

From August 21st to September 25th:

*50% of registration fee will be refunded*

On or after September 26th: *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 September 25th, you are still responsible for the entire registration fee amount, and will be invoiced accordingly.**

**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.**

Title \_\_\_\_\_ Name \_\_\_\_\_

Institution \_\_\_\_\_

Academic Unit \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

Phone \_\_\_\_\_ FAX # \_\_\_\_\_ Email \_\_\_\_\_  
 (required)

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

**Registration Fee**  
**\$400.00**

**CCAS FEI #**  
**42-6122857**

I am enclosing a check (payable to CCAS) for \$ \_\_\_\_\_ .

I have requested payment by my Institution (P.O. # \_\_\_\_\_ )

**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



Council of  
Colleges of Arts  
and Sciences

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

*Upcoming Seminars You Don't Want to Miss!*

September 19-21

**CCAS Seminar on Effective Collaboration  
in Teacher Preparation**

*Embassy Suites Hotel Downtown*

Denver, Colorado

September 26-27

**CCAS Deans and Development Seminar**

*Westward Look Resort*

Tucson, Arizona