



NEWSLETTER

Council of Colleges of Arts and Sciences

Volume 25, Number 5

September-October 2004

Mary Hancock-Niemic, Editor

Getting Ready for the 2004 CCAS Annual Meeting

By now you have received the preliminary program and registration materials for the 2004 CCAS Annual Meeting in San Antonio, Texas this November. This year's program continues to provide you with the high quality events you have come to expect from CCAS. In addition to opportunities for learning and networking, you will be able to participate in case study sessions and panel discussions on a wide range of topics. Through these events, deans have an excellent opportunity to build networks and brainstorm with others.

This year the schedule has been modified. For example, the regional breakfasts have been replaced with breakouts by sector and the Minority Deans and Small Institutions Breakfasts have been replaced with the Cultural Diversity Breakfast to encourage more participation and discourse. The New Deans and Associate/Assistant Deans workshop is now on Saturday, and the Business Meeting of the membership has been shifted to Friday morning instead of evening.

The final program will be sent out shortly before the meeting. With so many changes made this year, be sure to bring it with you so you don't miss anything.

Also, please remember to register your spouse or guest if they are attending any of the events or receptions. Additional registration fees are required for special topic breakfasts such as the Get-Acquainted Breakfast.

The CCAS office extends a warm welcome to all and looks forward to serving our membership and guests. Please contact the CCAS office (480) 727-6064 or email at ccas@asu.edu if you have further questions.○

CCAS Suggests...

- If you are bringing your family to the Annual Meeting, renting a car may be the best option for your transportation needs. There are many entertainment venues situated in and around San Antonio that are much easier to reach by car.
- Remembering to bring your Annual Meeting Final Program with you.
- Booking your hotel room at the Hyatt Regency San Antonio at the Riverwalk. (See article "Bargain Hotel Rooms Hurt CCAS" in this issue.)

Bargain Hotel Rooms Hurt CCAS

By now you should be planning for your trip to the CCAS Annual Meeting and making reservations for your flight and hotel. As you consider making your hotel reservations, it is tempting to use online travel websites and discount travel companies that promise big reductions in room rates. However, while the possibility of securing lower room rates seems fiscally responsible, booking a discount room can actually hurt CCAS.

What many attendees don't realize is that the block of rooms reserved for their event is somewhat of a trade-off for renting the event space for workshops, meals, and other activities. While it may not be the cheapest rate in town, it does offer convenience of being in the same hotel as the event, and allowing both the hotel and organization benefit.

This is an important issue for CCAS and all organizations that book blocks of rooms for their membership. In fact, an article entitled "Hotel Discounts That Are No Bargain" by Ron Lieber appeared (Aug. 6, 2003) in the online edition of *The Wall Street Journal* (www.wsj.com) outlining the problems that these

Bargain Rooms Hurt CCAS continued on page 2

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CCAS New Hires Survey Submissions Closed

The September 17th deadline for submitting the New Hires Survey has now passed. All institutions that have participated will receive a free copy of the completed survey.

Following the same procedure as last year, the data file will be available in electronic form. Unlike previous years, no paper copy will be mailed out. Participating members will receive an email with directions for accessing the completed New Hire Survey Excel file.

A benefit of having the survey in electronic form is that it can be compiled and distributed faster. The final survey should be ready by November 1st. ○

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.

Now that we are entering the cooler months of the fall, Starting on October 31st, there will be a 2 hour time difference between the CCAS office and the East Coast, as the rest of the Mountain Time states align with Arizona once again.

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.**

Bargain Room Hurt CCAS *continued from page 9*

discounters create for the hotels and the organizations that book them.

When attendees stay off-site and attend conventions, the hotel and the organization suffer. This is because the block of rooms the organization promised to fill remains unused. Additionally, some attendees feel free to make use of the convention hotel's amenities, which are normally reserved for its guests.

When this occurs, the sponsoring hotel must then charge more for the facilities to make up the difference in costs. And this, in turn, means it is harder for the organization to book a

hotel for future events.

As competition continues to grow for conventions and meetings, hotels are beginning to charge attendees a higher registration fee if they don't stay on site. Also, many have barred non-guests from using shuttles and other services provided for their registered guests.

If the majority of attendees stay at the hotel selected for the specific function, CCAS meetings may not be affected. However, if the trend continues, it may affect how CCAS is able to serve its members in the future. ○

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

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 Assistant to the Executive Director and Newsletter Editor. . . *Mary Hancock-Niemic*
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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.

Ernie Peck Returns to Executive Director's Position at CCAS



After a year in the United Arab Emirates, Ernie Peck has returned to CCAS as Executive Director. "I've had a rewarding year in UAE, both personally and professionally. In a perfect world I would have remained among the sand of Arabia for some years.

"However, life's complexities demanded that I come home.

"I look forward to working

with friends and colleagues at CCAS to move the organization toward its next level."○

Meet Mary Hancock-Niemic



Mary has been with CCAS over a year now, and was able to meet many of you at last year's Annual Meeting in Orlando. As the Assistant to the Executive Director and Editor of the CCAS newsletter, she has been responsible for the change in the look of the newsletter and other CCAS materials.

She is a first year doctoral student in the Educational Technology program at

Arizona State University. Also, she received her Masters degree in Educational Technology this year.○

2004-2005 CCAS Meeting and Seminar Schedule

NOVEMBER

November 10 – 13

CCAS Annual Meeting

Hyatt Regency San Antonio on the Riverwalk
San Antonio, Texas

MARCH 2005

March 16 – 19

CCAS Deans Seminar

Sheraton Omaha
Omaha, Nebraska

Changing of the Guard

Frederick J. Antczak, Associate Dean of Academic Programs and Services, College of Liberal Arts and Sciences, University of Iowa, to Dean, College of Liberal Arts and Sciences, Grand Valley State University.

Robert Bunting, Assistant Dean, School of Arts and Sciences, Fort Lewis College, to Assistant Dean, School of Arts, Humanities, and Social Sciences, Fort Lewis College.

Gene Fiorini, Associate Professor of Mathematics, Shippensburg University, to Interim Associate Dean, College of Arts and Sciences, Shippensburg University.

Sara Grove, Professor and Chair of Political Science, Shippensburg University, to Interim Dean, College of Arts and Sciences, Shippensburg University.

Arthur M. Guilford, Professor and Chair, Department of Communication Sciences and Disorders, University of South Florida, to Associate Dean for Faculty and Program Development, College of Arts and Sciences, University of South Florida.

Laura Foster Huenneke, Dean, College of Arts and Sciences, Northern Arizona University, to Dean, College of Engineering and Natural Sciences, Northern Arizona University.

Fergus Hughes, Professor and Chair of Human Development, University of Wisconsin-Green Bay, to Interim Dean, Liberal Arts and Sciences, University of Wisconsin-Green Bay.

John L. Ninnemann, Dean, School of Arts and Sciences, Fort Lewis College, to Dean, School of Natural and Behavioral Sciences, Fort Lewis College.

Mary A. Papazian, Associate Dean and Professor of English, College of Arts and Sciences, Oakland University, to Dean and Professor of English, College of Humanities and Social Sciences, Montclair State University.

Gary A. Olson, Associate Vice President for Academic Affairs (chief academic officer), University of South Florida, to Dean, College of Arts and Sciences, Illinois State University.

Richard Sax, Dean, College of Arts and Humanities, Madonna University, to Dean, School of Arts, Humanities, and Social Sciences, Fort Lewis College.

William F. Wagner, Professor and Chair, Department of Sociology and Corrections,

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.○

URGENT! PROPOSED CHA

The CCAS Membership will be receiving a ballot and a self-addressed, stamped envelope in the mail to vote on this issue. It is extremely urgent that the ballot be completed and returned immediately to the CCAS Office, as this affects the Business Meeting at the Annual Meeting in November. Please remember that only vote per institution is valid, and to vote, your institutions's due must be paid in full.

The CCAS Board of Directors has been discussing the governance of the organization for the past year, and after careful consideration, recommends several changes in the by-laws. The proposed changes are needed for several reasons:

To assure continuity and succession of leadership should the positions of President, President-Elect or Past President become vacant. Several times in recent years one or more of these offices has become vacant during a term when the elected President, President-Elect, or Past President has accepted another position or made other career changes. This amendment is needed to allow the holder of the office to complete his/her duties, if needed, for the remainder of their one-year term.

To address more directly the constituencies and concerns of the organization through changes in the committee structure. We propose the formation of new standing committees on Cultural Diversity and Assistant/Associate Deans. Chairs of CCAS standing committees will be asked to attend one Board meeting each year in an advisory capacity and discuss items pertinent to their committees. It is also proposed that Associate/Assistant Deans, a significant part of our membership, become eligible to be nominated for election to the Board of Directors. The method of appointment to standing committees is also clarified.

To eliminate committees whose functions are no longer needed or are performed by other CCAS units. The committee on Issues and Resolutions has not been an active committee for some years, and is no longer needed to carry out such activities as preparing resolutions for presentation to the annual business meeting. The Board also believes that the functions of the Membership Committee, previously responsible for soliciting new members and stewardship of existing members, could be better performed by other standing committees and the Board.

The CCAS constitution provides that changes in its by-laws may be approved by a simple majority of those responding in a mail ballot. Consequently, ballots will be mailed to the membership in the first week of October. You will receive a ballot giving you the opportunity to vote yes or no on individual changes, or of approving or disapproving all changes at once. Ballots must be returned to the CCAS office by October 25. *Remember that each member institution has a single vote – if more than one ballot is received from any institution, none can be counted. Only institutions that have paid their membership dues are eligible to vote.* Please help us complete this election by sending your institutional vote as soon as you receive the ballot!

The following pages show the current CCAS Constitution and CCAS By-Laws with the proposed wording changes. Please read them over carefully before voting to make sure you understand the changes being proposed and whether you agree with them or not.

CHANGES TO CCAS BY-LAWS

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. Associate/Assistant Deans of Arts and Sciences units are eligible to be elected to the Board as term representatives.

Election to the Board shall take place at the Annual Meeting; a plurality of those present and voting shall be necessary for election. Election shall be by paper ballot distributed at the time of in-person final registration at the Annual Meeting. Ballots shall be cast by the deadline published in the Annual Meeting program. Subsequent to the deadline, the votes shall be counted and the election results shall be announced at the Annual Business Meeting.

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.~~ The new Board members' terms shall commence at the Annual meeting immediately after the election results are announced.

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; the most recent Past President available will fill the office.~~

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.~~ If the sitting President ceases to be a Dean, that person may serve out the remainder of the one year term as President. If the sitting President chooses not to remain in office, the President-Elect shall assume both the duties of the President and the President-Elect through the next Annual Meeting, and the Board of Directors shall provide additional assistance as needed.

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

Proposed Change to By-Laws continued from page 5

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. Once nominated (and the nominations are published), the President Elect shall be allowed to fulfill the terms of President-Elect (one year) and President (one year). If the President-Elect chooses not to remain in office, the Board of Directors shall select a person to complete the program preparation responsibilities for the next Annual Meeting. In such case, the Nominating Committee shall nominate both a President and President-Elect to stand for election at the next Annual Meeting.~~

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.~~ The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the conduct of the Annual Business Meeting and all other CCAS meetings to which they are applicable and in which they are not inconsistent with the By-Laws and any special rules of order that CCAS may adopt.

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. 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 at the next Board of Directors Meeting following the Annual Meeting, and said committee membership shall be published as soon thereafter as possible.

The Chairs of all Standing Committees shall attend, in an advisory capacity, the first Board of Directors' meeting held during the Annual meeting at which time the Committee Chairs shall submit a summary of the past year to the Board and discuss with the Board, items pertinent to the Committee.

Proposed Change to By-Laws continued on page 7

Proposed Change to By-Laws continued from page 6

~~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;~~

~~3.1. 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;~~

~~4.2. Program. Among its functions shall be planning the program for the Annual Meeting; this committee shall be chaired by the President-Elect.~~

~~5.3. Research Universities. Among its functions shall be the raising of issues of concern to institutions identifying themselves as Research or Doctoral universities.~~

~~6.4. 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.~~

~~7.5. Liberal Arts Colleges. Among its functions shall be the raising of issues of concern to institutions identifying themselves primarily as undergraduate liberal arts colleges;~~

~~8.6. Metropolitan/Urban Universities. Among its functions shall be the raising of issues of concern to institutions located in metropolitan/urban areas.~~

7. Committee on Cultural Diversity. Among its functions shall be to ensure inclusion of ethnic minority Deans in the discussion of issues related to the support for, understanding of, and

Meet Selene Ball

Meet Selene Ball, our new student assistant, who joined the CCAS Office in late July. She is a junior at Arizona State University majoring in Physical Anthropology with specializations in Forensics and Bioanthropology. She speaks fluent French and has a wide variety of interests and talents. So, the next time you call the CCAS Office, most likely you will be greeted by Selene. ○

Updates and Reminders...

- The phone number for the Hyatt Regency San Antonio is (210) 222-1234, not 1-800-782-4414. This was the number for the Hilton at the Walt Disney Resort in Orlando for last year. Sorry for any inconvenience this may have caused.
- The last day to register for the Annual Meeting at the Early Bird rates is Friday, October 1st. Registrations received after that date are \$450 for CCAS Members.
- When emailing the CCAS office at ccas@asu.edu, make sure to put CCAS in the subject line. Email without subject lines that are easily recognizable are automatically deleted due to the amount of spam.

advancement of the liberal arts and sciences.

8. Associate/Assistant Deans. Among its functions shall be the raising of issues of concern to Associate and Assistant Deans.

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 2004



Council of
Colleges of Arts
and Sciences

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URGENT!

PROPOSED CHANGES TO CCAS BY-LAWS

See page 4 for details.

Also in this issue...

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- Ernie Peck Returns as
CCAS Executive Director
- Bargain Hotel Rooms Hurt CCAS