



NEWSLETTER

Council of Colleges of Arts and Sciences

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November-December 2004

Mary Hancock-Niemic, Editor

A Message from the CCAS President

This year's CCAS conference was marked by excellent panels, collegial discussions over coffee and lunch, and a great setting in San Antonio. Thanks to all the participants who brought such good ideas and experiences to their presentations! The combination of Stanley Fish and Laura Palmer Noone as plenary speakers certainly provoked ongoing discussion during the conference. At the luncheon, CCAS presented an award to an outstanding and long-serving Dean who has mentored people across the country. It was a privilege to recognize Jane Earley for her contributions. Those who attended the Women's Breakfast were inspired by Judith Prince and her call for mentoring.

The CCAS Board of Directors implemented several changes in the program this year, and look forward to hearing from members about the innovations. In order to shorten the time away from campus for as many as possible, we reduced scheduling events on Wednesday afternoon and moved several workshops to Saturday morning. We also changed the procedure for balloting and time of the annual business meeting.

Another innovation was the introduction of breakfasts by constituencies rather than the traditional regional breakfasts. Hosted by the chairs of the committees on Research, Comprehensive, Metropolitan/Urban universities, private universities and liberal arts colleges, the breakfasts were a forum to discuss major issues, solicit committee participation and propose potential topics for next year's conference.

The conference also sought some different kinds of sessions, introducing several free-flowing discussions of topics like "the Future Dean." As a result of successful changes to the organization's by-laws, Associate Deans were allowed to run for membership on the Board of Directors, and two were elected. A new committee on Cultural Diversity was also approved. We'd like to hear from attendees whether these changes were good innovations!

In the past year, the Board of Directors of CCAS has been engaged in discussion and strategic planning for the future of CCAS. We are a successful organization that serves Deans well, especially in our signature commitment to "Deans helping Deans to Dean."

However, we are also thinking about activities the organization has undertaken in the past, such as taking positions on national issues and preparing white papers on issues relevant to arts and sciences administration. At an initial strategic planning meeting, the Board of Directors developed a draft mission statement and goals, identified current activities of the organization, and some possible additional activities. These are reproduced here, and will be the subject of further discussion by the membership and the Board of Directors. We have included them in this newsletter, and seek your feedback.

Planning for next year's conference in Vancouver is already under way. Our second meeting in Canada is an opportunity to involve Canadian Deans as participants, listen to some new viewpoints, and include a focus on North American issues. You'll be hearing about the conference soon from Julia Wallace, program chair and President-Elect.

As you consider all that has been implemented this last year and think about the future of CCAS, please send me your thoughts: dabraham@csulb.edu

Sincerely,

Dee Abrahamse
President

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Continuing the Fight Against Spam



The amount of spam emails that the CCAS account receives hasn't lessened any in the last few months. However, with your cooperation, we have been able to get through the hundreds of spam emails easier.

We proposed that you put "CCAS Office:" or "ATTN CCAS" in the subject line. This helps us to pick out the messages from our members that need our attention. Of course, this won't stop the spam, and occasionally, your email may be deleted if enough information isn't given in the subject line to distinguish it from spam.

For example, the spammers are

getting more creative. We get spam emails that have such subject lines as "Question about the upcoming meeting" or "Registration." These could mean anything, so we delete them.

Some spammers are even spoofing educational institutions with ".edu" email addresses. With the risk of being infected by nasty viruses associated with opening unknown emails, we can't take the chance of infecting the CCAS computers, so we delete these as well.

Unfortunately, it is something all of us will have to continue to deal with in the foreseeable future. But if you will put specific details in the subject line of your emails, we will be able to answer you as quickly as possible.○

Happy Holidays!

Calling the CCAS Office in a Timely Manner

Arizona is one of a few states that does *not* go on Daylight Savings Time. This can be confusing when you are calling the CCAS office.

In April, instead of continuing to be on Mountain time, Arizona becomes aligned with the Pacific time zone. This occurs because Arizonans do not change their clocks for Daylight Savings Time as those states in the Mountain time zone do.

Last month, when Daylight Savings Time ended, Arizona aligned with the rest of the Mountain time states once again. This means Arizona is now:

- 2 hours earlier than Eastern time
- 1 hour earlier than Central time
- 1 hour later than Pacific time.

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

Executive Director *Ernie 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

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 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

Charles F. Hohm, Associate Dean, College of Arts and Letters, San Diego State University, to Dean, College of Natural and Behavioral Sciences, California State University-Dominguez Hills.

Susan E. Krantz, Associate Dean, College of Liberal Arts, University of New Orleans, to Dean, College of Liberal Arts, University of New Orleans.

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.○

2005 Seminar & Meeting Schedule

MARCH

March 17 & 18

CCAS Deans' New Structures Seminar
Sheraton Omaha
Omaha, Nebraska

JULY

July 14 – 16

CCAS Seminar for Department Chairs
Denver Marriott City Center
Denver, Colorado

July 17 – 20

CCAS Seminar for New Deans
Denver Marriott City Center
Denver, Colorado

NOVEMBER

November 2 – 5

CCAS Annual Meeting
Sheraton Vancouver Wall Centre Hotel
Vancouver, British Columbia, Canada

Information about these and other CCAS activities appear in the CCAS Newsletter and are posted on the CCAS website (www.ccas.net). When timely, you may download registration forms for any CCAS activity from the website. Alternatively, you may phone 480-727-6064 or fax 480-727-6078 for further information.○

Reminder to Update CCAS Membership Decanal Information As It Happens

The 2004-2005 Membership Directory has been printed and sent out to the CCAS members. However, changes in decanal staff are always taking place in our member institutions and should be sent to the CCAS as soon as possible. Unfortunately, we find out that decanal staff has changed mostly through chance. It occurs most often when the new person wants to access the CCAS Deans listserv or we get a newsletter back with the "Return to Sender - No such person at this address" from the U.S. Postal Service. This makes keeping the CCAS database current a very difficult task for the CCAS staff.

Although the changes won't be reflected in the current Membership Directory, it is very important to let the CCAS office know when a change takes place so we can update our database. Otherwise, mailings such as the newsletter, registration forms for seminars, workshops, and the annual meeting, may never reach the intended new dean, associate dean, or assistant dean. In addition, the person will not have access to CCAS "members-only" services such as the listserv or be able to gain access to the "Members Only" section of the CCAS website.

When a change occurs, please notify the CCAS office as soon as you can. Please do not wait until the 2005-2006 Membership Directory information forms are sent out in the spring of next year. Although this acts as a reminder and gives you another opportunity to update your decanal staff information, the new person to the decanal staff has missed out on CCAS benefits in the meantime.

Once the Membership Directory renewal forms are sent to you next year, please review them and make any changes that are needed. Then fax or send the forms back to the CCAS office in a timely manner.

Please note that even if you do not have any changes, it is necessary to mark the decanal information as correct and return the forms to the CCAS office before the indicated deadline.

Despite several reminders that are sent to member institutions before the Membership Directory is sent to the printing company, there are some that still do not respond by the deadline. When this occurs, only the institution, college, and mailing address information is included in the Membership Directory. This means decanal information that cannot be verified – even if it has not changed from the previous year – is not included.

In order to avoid having your decanal information omitted from the upcoming 2005-2006 Membership Directory, please respond to the decanal information confirmation forms that you will receive next spring well before the deadline.

And remember to send decanal changes to the CCAS office **as they occur**. Thank you.○



Dean – College of Humanities and Social Sciences

Kennesaw State University, a growing and progressive public university within the University System of Georgia, seeks an experienced, energetic, and creative leader to serve as **Dean of the College of Humanities and Social Sciences**, beginning in Summer 2005. KSU enrolls 18,000 traditional and nontraditional baccalaureate and master's students on an attractive campus in NW Metropolitan Atlanta.

The College of Humanities and Social Sciences is composed of 170 outstanding faculty members in 7 departments: English, Communication, Foreign Languages, History/Philosophy, Political Sciences/International Affairs, Psychology, and Sociology/Geography/Anthropology/Criminal Justice. These departments promote an innovative and vigorous academic environment with model academic programs, which include 14 undergraduate degrees, 3 graduate degrees, and certificate programs at both the undergraduate and graduate levels. The College's academic programs have a strong liberal arts base and a career orientation. Graduate programs are designed for working professionals. The College of Humanities and Social Sciences offers the majority of the courses in KSU's General Education Program and is an integral part of the teacher education programs through its strong collaboration with KSU's Bagwell College of Education. The College of Humanities and Social Sciences has a long-standing commitment to internationalizing the curriculum, study abroad programs, and educating KSU students as global citizens. All departments within the College of Humanities and Social Sciences have a strong commitment to community outreach. The College houses the A.L. Burruss Institute of Public Service, the Center for Conflict Management, and the Center for Regional History and Cultures.

The successful candidate is expected to have the following: an earned doctorate with a specialization related to the College's instructional mission; a record of significant scholarship and administrative achievements that qualifies for appointment as a full professor; effective cross-disciplinary administrative experience preferably at a Dean's level; evidence of instructional effectiveness, commitment to KSU's primary focus on teaching and learning, and commitment to excellence and diversity in scholarship and service; strong communication, interpersonal, and team building skills; evidence of success in grant writing and/or external resource acquisition; identification and compatibility with KSU's mission, institutional culture, and model for teacher preparation; personal and professional commitment to honoring and advancing diversity; familiarity and appreciation of multiple methods of teaching and learning in a diverse educational environment; and demonstrated success in promoting liberal arts programs.

Review of applications begins in December and will continue until the position is filled. Nominations are encouraged. Candidates should send a letter of personal introduction that addresses the qualifications listed above, a vita, and a list of five references (names, titles, addresses, telephone numbers, and e-mail addresses) to

Dr. Teresa Joyce, Chairperson
Search Committee for Dean of Humanities and Social Sciences
Kennesaw State University
1000 Chastain Road, #0112
Kennesaw, GA 30144-5591

Visit KSU's home page at www.kennesaw.edu and the College page at www.kennesaw.edu/hss

Kennesaw State University, a member of the University System of Georgia, does not discriminate on the basis of race, religion, color, sex, age, handicap, national origin, or sexual orientation, as authorized by law. Georgia is an Open Records State. AA/EOE.

Questions About Position Opening: For questions about this position opening, contact, Dr. Teresa Joyce, Dean of Graduate Studies (tjoyce@kennesaw.edu) or Dr. Lendley Black, Vice President for Academic Affairs (lblack@kennesaw.edu).

Council of Colleges of Arts and Sciences
Mission and Goals Statement
Adopted by Board of Directors, 2004

Mission:

The Council of Colleges of Arts and Sciences fosters excellence in leadership and administration in colleges and schools of arts and sciences.

Goals:

1. CCAS encourages empowered leadership in the arts and sciences.
2. CCAS promotes discussions of current issues in higher education and their impact on the arts and sciences.
3. CCAS promotes discussions of current developments in the fields of the arts and sciences.
4. CCAS helps academic leaders advance the values of the arts and sciences and of a liberal education in a pluralistic society.
5. CCAS provides professional development activities for arts and sciences deans at all stages of their careers.
6. CCAS provides venues for deans to interact with other deans.
7. CCAS provides practical information and guidance regarding the administration of the arts and sciences. ("Deans helping deans to dean")

Current activities that support this mission:

- Annual Meeting
- Seminars
- Listserv
- Newsletter
- New Hires Survey

Potential expansion of activities:

Increased recognition of members or activities

Should we recognize deans for long service, outstanding achievements, or give awards for papers or presentations?

Best practices papers, like evaluating deans, running searches (could be from annual meeting presentations)

Papers could be placed on the web, made available in print form, or both

Consultants for program review, on best practices in various areas

CCAS could provide a list of consultants on common concerns, such as budget, strategic planning, conflict resolution, etc.

Comparative information, data warehousing, bibliographies of information

We could provide data similar to the new hires survey on other issues

Expansion of online services on website

The website could provide interactive services, expanded discussion capabilities, and more online information resources

Dean of the College of Liberal Arts



Washington State University seeks an outstanding academic leader to become the Dean of the College of Liberal Arts. The Dean provides academic and administrative leadership for the College and reports to the Provost and Academic Vice President of the University.

The successful applicant will provide leadership, develop and implement strategic planning, initiate and further programs for equal opportunity and diversity, and demonstrate sensitivity to the range of scholarship and professional orientations represented in the college. Administrative responsibilities include promotion of scholarship and creative activity, personnel and faculty development, academic program leadership, planning and implementation, coordination of programs and distance learning within a multi-campus system, and budgeting and development activities including fundraising, alumni relations and outreach.

Qualifications:

Academic Leadership

- Vision for the liberal arts consistent with the mission and needs of the College and its constituencies
- Ability to serve as an effective advocate for the College
- PhD (or highest degree in candidate's field), which merits appointment as a tenured professor in the College, with a sustained record of participation and success in research and/or creative activity, teaching and professional service
- Demonstrated understanding of the range of research and creative work, instruction, and service needs of all the College units within a multi-campus system, including interdisciplinary and international efforts
- Demonstrated commitment to promoting excellence in research and creative activity
- Strong commitment to quality instruction at all levels

Administrative Leadership

- Relevant prior administrative experience, preferably in a major research university at the department level or above, with demonstrated record of innovative leadership, planning, and human and fiscal resource management
- Evidence of effective interpersonal skills
- Evidence of success in and demonstrated commitment to enhancing the diversity of faculty, students, and staff
- Demonstrated ability to conduct advancement activities, including fundraising, alumni relations and communication
- An understanding of and support for the uses of technology in higher education
- Ability to exercise leadership and initiative in working collaboratively and cooperatively with other administrators, departments and colleges to achieve the goals of the College within a multi-campus system

Preferred starting date July 1, 2005. Applications should include C.V., letter of interest that addresses both academic and administrative leadership qualifications, contact information for five references qualified to comment on scholarship, teaching and administrative ability. Send materials to Chair, CLA Search Committee, P O Box 642114, W.S.U., Pullman, WA 99164-2114, Phone: (509) 335-4853, Fax: (509) 335-9172. Application review begins January 5, 2005.

WSU is an EEO/AA educator and employer. Members of ethnic minorities, women, Vietnam-era or disabled veterans, persons of disability, and/or persons age 40 and over are encouraged to apply.

CCAS FAQs (Frequently Asked Questions)

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, newsletters, etc. in pdf format from the CCAS website, but when I try to open them 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 cards 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.

Q. Why is it necessary to wait for a confirmation before making hotel and travel arrangements for a CCAS event?

A. Most seminars and workshops sponsored by CCAS during the year are limited to a specific number of attendees. If you make travel arrangements before getting confirmation, you may find the seminar or workshop is full and you have been put on a waiting list instead. Should the event remain full, you will be unable to attend. Unfortunately, this makes getting a refund from airlines and the hotel difficult, if not expensive. So it is important to wait until you receive confirmation before planning your trip.

However, this does **not** apply to the Annual Meeting any longer and will be removed from the registration information next year. As soon as you fax your registration materials to CCAS, please make your hotel and travel arrangements so you can get the best price available.○

WIDENER UNIVERSITY

DEAN, COLLEGE OF ARTS & SCIENCES

Widener University is a metropolitan university that connects curricula to social issues through civic engagement. It comprises eight schools and colleges that offer liberal arts and sciences, professional and pre-professional curricula leading to associate's, baccalaureate, master's, and doctoral degrees. The University's campuses in Chester, Exton and Harrisburg, Pennsylvania, and Wilmington, Delaware, serve some 6,700 students.

The College of Arts & Sciences consists of three divisions: Humanities, Social Science, and Science. It is staffed by over 90 full-time and 70 part-time faculty who serve approximately 800 undergraduate and 80 graduate students. The dean provides and supports an environment for excellence in teaching, research/scholarship, service, and advising. The dean may teach in his/her area of expertise. The dean participates in fundraising and grant solicitation activities that contribute to the achievement of the mission and vision of the college and university. The Dean is a member of the university's senior leadership team and reports directly to the Provost.

The Dean of Arts & Sciences Search Committee seeks a candidate who demonstrates effective academic leadership with a broad view of liberal education, actively supports the teacher/scholar model, works as an active academician and understands the requisite balance of scholarship and teaching load, advocates for faculty development and involvement in governance, works as a catalyst for change and unites the College in its future growth, provides clear evidence of a strong commitment to Widener's mission as a metropolitan university with its emphasis on civic engagement, enthusiastically supports the value of diversity in the enhancement of learning, demonstrates proven managerial and communication skills, and possesses familiarity with such contemporary academic issues as outcomes assessment. For consideration, candidates should possess credentials for tenure at the senior professor level within the College of Arts & Sciences.

The committee will begin to review candidates in January 2005 and will continue until an appointment is made. Candidates are asked to submit cover letter and curriculum vitae, electronically (**MS Word**) to a&sdean_search@mail.widener.edu. Submissions will be treated as confidential.

**Dr. Marguerite Barbiere, Dean of School of Nursing
Chair, College of Arts & Sciences Search Committee**

The search is being assisted by **Dr. Ronald S. Stead** (rss@academic-search.org) and **Dr. Tobie van der Vorm** (ptv@academic-search.org) of **Academic Search Consultation Service**; confidential inquiries also may be made to them by telephone at (202) 332-4049. Additional information about Widener University and the College of Arts and Sciences may be found at www.widener.edu.

Widener University is an equal opportunity employer

CCAS Board of Directors

Here are the new CCAS officers and directors elected at the Annual Business Meeting in San Antonio.

CCAS Officers

President Dorothy "Dee" Abrahamse, Dean
College of Liberal Arts
California State University, Long Beach

President-Elect Julia Wallace, Dean
College of Social and Behavioral Sciences
University of Northern Iowa

Past President Lee Edwards, Dean
College of Humanities and Fine Arts
University of Massachusetts at Amherst

Secretary-Treasurer David Young, Dean
College of Liberal Arts and Sciences
Arizona State University

CCAS Board Members: Class of 2005

Susan Albertine, Dean
School of Culture and Society
The College of New Jersey

Denise Battles, Dean
College of Science and Technology
Georgia Southern University

Emile C. Netzhammer, Dean
Faculty of Arts and Humanities
SUNY College at Buffalo

CCAS Board Members: Class of 2006

Joe Gow, Provost and Dean
Liberal Arts and Sciences
Nebraska Wesleyan University

Anita Shea, Dean
School of Arts and Sciences
Salem State College

Eri F. Yasuhara, Dean
College of Arts and Letters
California State University, San Bernardino

CCAS Board Members: Class of 2007

Karen L. Gould, Dean
McMicken College of Arts and Sciences
University of Cincinnati

E. Timothy Moore, Associate Dean
College of Arts & Sciences
Kent State University

Carl Strikwerda, Dean
Faculty of Arts and Sciences
College of William and Mary



Council of
Colleges of Arts
and Sciences

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

The Next Upcoming Seminar You Don't Want to Miss!

March 17 & 18, 2005

2005 CCAS Deans' Seminar on New Structures

Sheraton Omaha
Omaha, Nebraska

The focus of this seminar will be "Facilities Planning and Implementation"

The program faculty will pose such questions as: How do you begin the building process when you have no clue where to start? How do architects and engineers work with the building's end users to bring the faculty's fondest dreams to reality? What do you do if the building you want will cost more than you have? What exactly is the Dean's/Associate Dean's role in an academic building project?

Remember: Space is limited. Register soon!