



NEWSLETTER

Council of Colleges of Arts and Sciences

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Mary Hancock-Niemic, Editor

Outstanding Keynote Speakers to Address CCAS, CCDS, and CCDAHSS Memberships at the Annual Meeting

“International Partnerships” is the theme of this year’s CCAS Annual Meeting as we convene in Vancouver, British Columbia, Canada, in November. This year we are fortunate to have two keynote speakers, one from each side of the border, to address the combined memberships of CCAS and our Canadian colleagues in the Conference of Canadian Deans of Science (CCDS) and the Conference of Canadian Deans of Arts, Humanities and Social Sciences (CCDAHSS).

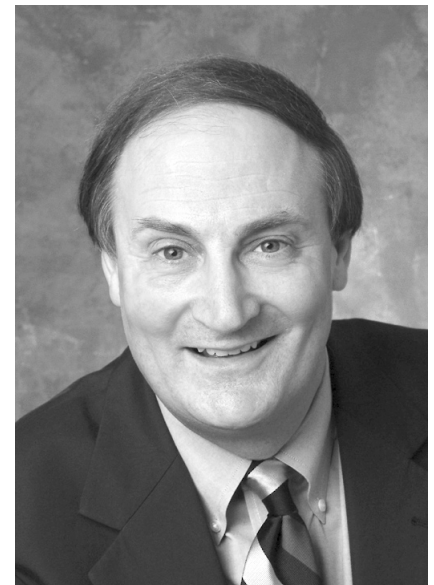
- *The Honourable Vivienne Poy*
Senator in the Senate of Canada
Chancellor of the University
of Toronto
- *Senior Vice President Terry Hartle*
Division of Government and
Public Affairs
American Council on Education



Vivienne Poy

The Honourable Vivienne Poy, the Chancellor of the University of Toronto, is also a historian, author, successful fashion designer, entrepreneur, corporate director and volunteer with a number of cultural and social organizations. She was the first Canadian of Asian descent to be appointed to the Senate of Canada in 1998. Over the years, Poy has been involved with many cultural and philanthropic causes across Canada in the areas of arts and culture, health, education, immigration, and settlement, and she continues to be an active volunteer with many organizations in the community. She has a Ph.D. in history from the University of Toronto, and has served on the University’s Governing Council. She

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Terry W. Hartle

Terry W. Hartle, Senior Vice President, Division of Government and Public Affairs, specializes in accreditation, college costs, federal

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The Annual Meeting will be held at the Sheraton Vancouver Wall Centre Hotel in the heart of Vancouver. It is surrounded by the boutiques of trendy Robson Street and Yaletown, outdoor markets, clubs, art galleries and theatres, along with a wide variety of local and international dining choices. Guestrooms, with floor to ceiling windows offer stunning panoramic vistas of the area.

This is a meeting you will not want to miss!

So plan now to attend and reserve the dates of November 2nd through the 5th on your calendar.○

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Travel Alert: Bring Your Passport?

As heightened security affects our travel, this word comes from our members bordering Canada. By the time we are traveling to Vancouver this November to attend the CCAS Annual Meeting, all U.S. citizens *may* need a passport to enter Canada, and especially to return to the United States. Right now, this is being debated in Congress, but could become law soon.

So if you don't have a passport, you may want to get one soon if you are planning to attend the Annual Meeting (and we surely hope you are!). If you have one, check it now to make sure it hasn't expired or is going to expire before you leave for Vancouver. That way you have plenty of time and don't have to pay extra fees for expedited service. ○

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was also a Governor of McGill University from 1996-2002. In her many roles, Senator Poy has demonstrated a commitment to inspiring young people to excel by pursuing higher education, and leadership in the community. She has established Chairs, scholarships and awards at McGill University, the University of Toronto, and Seneca College. ○

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policy, financial aid, higher education finance, immigration, legislative issues, student aid, and tuition.

For more than a decade, Terry W. Hartle has directed the American Council on Education's (ACE) comprehensive effort to engage federal policy makers on a broad range of issues including student aid, scientific research, government regulation, and tax policy. This work not only involves representation before the U.S. Congress, administrative agencies, and the federal courts, it increasingly includes work on state and local issues of national impact. Since it is considered ACE's historic role to coordinate the government relations efforts of some 60 associations in the Washington-based higher education community, Hartle is widely considered American higher education's chief lobbyist. Founded in 1918, ACE is a Washington-based trade association representing more than 1,800 college and university presidents in the United States.

Hartle brings a wealth of policy experience to ACE. Prior to joining the council in 1993, he served for six years as education staff director for the U.S. Senate Committee on Labor and Human Resources, then chaired by Senator Edward M. Kennedy. Prior to 1987, Hartle was director of social policy studies and resident fellow at the American Enterprise Institute, and a research scientist at the Educational Testing Service. Hartle is quoted widely in both the national and international media on higher education issues, has authored or co-authored numerous articles, books, and national studies, and contributes regular book reviews to The Christian Science Monitor. He received a doctorate in public policy from The George Washington University in 1982, a masters in public administration from the Maxwell School at Syracuse University in 1974, and a bachelor's degree in history (summa cum laude) from Hiram College in 1973. He was awarded an honorary doctor of laws degree by Northeastern University in 1994. He is a member of Phi Beta Kappa. ○

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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Advertisements

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

Full page ad \$200
 Size: 9.5 inches (H) x 7.5 inches (W)
 Half-page ad \$100
 Horizontal Ad:
 4.75 inches (H) x 7.5 inches (W)
 Vertical Ad:
 9.5 inches (H) x 3.75 inches (W)

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

CCAS Seminar Meeting Schedule

CCAS Cancellation Policies

SEPTEMBER

September 10 & 11

CCAS Seminar: Legal Issues at Union and non-Union Institutions

La Posada de Albuquerque
Albuquerque, New Mexico

OCTOBER

October 6 – 8

CCAS Seminar for Department Chairs
The Dawn of the 21st Century
Towson, Maryland

SEMINAR IS FILLED!

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).

Brochures and registration forms are available from the CCAS website by clicking on the “Meetings” button (3rd button down in the left-hand column).

You may phone 480-727-6064 or fax 480-727-6078 or send email to ccas@asu.edu for further information.○

For every event that CCAS sponsors, there is a corresponding cancellation policy. The cancellation schedule includes a timeline of dates and the appropriate administrative fee charged at the time the cancellation is received by the CCAS Secretariat Office. This cancellation schedule is printed in the event brochure and repeated at the bottom of the confirmation form that is faxed to you when you register. It is also included on invoices and receipts. And yet, there are people who do not understand the consequences of cancelling without prior written notification to the CCAS office.

If the unexpected occurs and you will be unable to attend a CCAS function, the first and foremost action you **must** take is to fax, send email, or send a letter stating you will be unable to attend. **Phone calls are not accepted!** This cannot be stressed enough because this question still comes up. In order to be officially recognized as a cancellation, your cancellation must be submitted to the CCAS office **in writing**.

When the office receives your written notice of cancellation, you will receive an invoice for appropriate administrative fee, based on the timeline for the event. If you have already paid, the appropriate amount will be refunded to you.

However, if the CCAS office is not notified and you just become a “no show,” you are still responsible for the entire registration fee and you will receive an invoice from CCAS for the entire amount. Or, if the registration fee has been paid already, it will not be refunded. These fees are necessary to cover expenses for hotel food and services that have been guaranteed by CCAS on your behalf. So make sure to cancel in writing should it be necessary. There are no exceptions to this policy!○

Calling the CCAS Office

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 the other states in the Mountain time zone do.

Currently, Arizona is aligned with the Pacific time states. This means Arizona is now:

- 3 hours earlier than Eastern time
- 2 hours earlier than Central time
- 1 hour earlier than Mountain time.

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



Changing of the Guard

Thomas P. Adler, Professor of English, Purdue University, to Interim Dean, College of Liberal Arts, Purdue University.

Ogden (Ted) Brown III, Assistant Dean, College of Humanities and Fine Arts, Murray State University, to Dean, College of Humanities and Fine Arts, Murray State University.

Sandra J. Jordan, Dean, College of Humanities and Fine Arts, Murray State University, to Associate Provost, Murray State University.

Charles D. Ross, Professor of Physics and Chair of the Department of Natural Sciences, Longwood University, to Interim Dean, College of Arts and Sciences, Longwood University.

Gail M. Simmons, Dean, School of Science, The College of New Jersey, to Dean, Division of Science and Technology, the College of Staten Island of CUNY.

Mark Szuchman, Associate Dean, College of Arts and Sciences, Florida International University, to Interim Dean, College of Arts and Sciences, Florida International University.

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.○

Continuing the Fight Against Spam and Viruses

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 rather than risk infection by opening the email and getting a virus.

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's something all of us will have 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.○

Incentives to Increase Associate/Assistant Deans Attendance

This year, the CCAS Board has approved a Multiple Attendee registration fee discount to encourage more members to attend the Annual Meeting in Vancouver this November. This discount will build on the usual "Early Bird" discount that is offered to members until the end of September. After September 30th, both the Early Bird and Multiple Attendee discounts will no longer apply.

With the change in the by-laws made last year, it is hoped that more associate and assistant deans will attend. To encourage this, the Multiple Attendee discount will be applied as follows:

- The first person from an academic unit/college to register as an "Early Bird" will pay the Early Bird registration fee in full. (NOTE: the Early Bird registration fee is already discounted from the regular CCAS member registration fee that applies after September 30th.)
- Each additional person who registers from the same college by Early Bird deadline will receive an additional \$50 off the already discounted Early Bird fee.

There is no limit to the number of additional registrants from one college who can receive the \$50 discount, as long as registration takes place before the deadline of September 30th.

The idea is that the money comes from the same funding line for all who attend the Annual Meeting from one college, so it shouldn't matter who registers first. For example, if a group of faxes from the same college are received by the CCAS Office, we will randomly assign one of them as the "first" and then give the \$50 discount to all the others. However, if a particular person must be designated as the "first" registrant, please indicate so on the registration form. By offering this discount to multiple decanal staff from the same college, we hope to allow more of you to attend and enjoy the benefits of your CCAS membership.○

Membership Dues Deadline —October 14th—

Membership Dues must be paid by October 14th in order to register as a CCAS member for the Annual Meeting. 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.

In order to vote for the CCAS Board of Directors at the Annual Meeting or to run for a position on the Board, we need your cooperation and respect for deadlines. **Only those members whose dues have been paid prior to October 14th will be able to vote or run for office.**

Bargain Hotel Rooms Hurt CCAS

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

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

Perhaps 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 the convenience of being in the same hotel as the event, and allowing both the hotel and CCAS to benefit.

When attendees stay off-site, the hotel and CCAS suffer because the block of rooms that was promised to fill remain 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 CCAS 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 onsite. 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. ○

Mark your calendars for
CCAS's 2005 Annual Meeting!

Since we are crossing international borders for this year's meeting (don't forget to pack a passport or a birth certificate) we have a general theme of "International Partnerships." Topics for panel discussions will include innovative ways to develop and sustain international exchanges and study opportunities for both faculty and students. We, of course, will also have general topics of interest to both new and veteran deans including case study sessions and sessions elucidating the legal intricacies of being a dean. So be sure to reserve the dates of November 2-5 and plan to attend! ○

AAC&U Conferences and Meetings for the 2005-2006 Academic Year

Mark your calendar now for the Association of American Colleges and Universities' Annual Meeting and its series of working conferences coordinated through the Network for Academic Renewal. AAC&U's conferences and meetings bring together faculty members, academic administrators, student affairs educators, students, higher education leaders, and others from multiple disciplines and across all institutional types.

Network for Academic Renewal Conference Integrative Learning: Creating Opportunities to Connect

Denver, Colorado | October 20-22, 2005

Early registration and hotel deadline:
September 29, 2005

This conference will explore ways of helping undergraduates to integrate their learning – across courses, among disciplines, over time, and between knowledge and practice.

Network for Academic Renewal Conference The Civic Engagement Imperative: Student Learning and the Public Good

Providence Rhode Island | November 10-12, 2005

Early registration and hotel deadline:
October 17, 2005

This conference will clarify definitions and outcomes for civic engagement, explore new scholarship on coherent and effective civic engagement programs across the curriculum and co-curriculum, and consider innovative collaborations between educational and community leaders.

AAC&U Annual Meeting 2006

Demanding Excellence: Liberal Education in an Era of Global Competition, Anti-Intellectualism, and Disinvestment

Washington, DC | January 25-28, 2006

The 2005 annual meeting marked AAC&U's 90th anniversary by heralding the arrival of a New Academy that promises the benefits of a liberal education to all students. We now begin a decade of work leading up to AAC&U's 100th anniversary in which we will address the progress of the New Academy, illuminate its most important characteristics, and translate its ideals into strong practices for liberal education. While we optimistically look forward to a decade of great achievement, the 2006 annual meeting acknowledges the difficulty and complexity of the tasks before us.



OHIO
UNIVERSITY

DEAN
College of Communication

Ohio University seeks a dean to lead the faculty of the College of Communication and invites nominations and applications for this position.

College and Position Description: The College of Communication is Ohio University's largest professional college with more than 90 full time faculty and approximately 2,100 undergraduate and 220 graduate students. The college contains five nationally prominent schools: the J. Warren McClure School of Communication Systems Management, School of Communication Studies, E.W. Scripps School of Journalism, School of Telecommunications, and School of Visual Communication. Ohio University's award-winning public television and radio stations, as well as The Telecommunications Center, are also housed within the college. The college offers multiple degrees at the bachelors, masters and doctoral levels. The college also sponsors numerous international programs and cross-disciplinary offerings. Additional information can be found at the college website: <http://www.commcoll.ohiou.edu/>

As chief administrative officer of the college and representative of faculty interests and concerns, the dean reports to the Provost for developing and administering degree programs; promoting research, scholarship, and faculty development; planning budgets; and representing the college to its many constituencies. Required qualifications for this position include demonstrable commitments to excellence in teaching, research, scholarship, service, and shared governance; documented success in obtaining sponsored support; ability to promote productive relationships with donors, alumni, industry professionals, and other constituencies; and a commitment to aggressive development activities.

Qualifications: Candidates must have an earned doctorate related to one of the college's areas of study. The ideal candidate would have a national reputation based on scholarly, professional, creative, and/or research accomplishments. Professional experience in an industry associated with one or more of the schools in the college is desirable. Candidates should have significant administrative experience; and they must have a demonstrable record reflecting an understanding of, and commitment to, the educational and cultural needs of minorities, women, and persons with disabilities. Candidates must have a notable background appropriate to a tenured appointment at the rank of Professor in one of the schools in the college. The expected starting date is July 1, 2006.

Institution and Setting: Ohio University, a comprehensive state-assisted university classified by the Carnegie Foundation as a Doctoral/Research University - Extensive, enrolls 19,700 students on the Athens campus and 8,300 on five regional campuses. The Athens campus is located in the scenic Appalachian foothills 75 miles southeast of Columbus. Established in 1804, it is the oldest university in the Northwest Territory. Though students are predominantly from Ohio, the university enrolls students from all 50 states and from more than 100 countries. The total university budget for 2005-06 exceeds \$400 million. Further information is available at the university website: <http://www.ohiou.edu>

Application Process: Each applicant must submit a comprehensive curriculum vitae, names and contact information for at least five references, and a cover letter discussing background and qualifications. Review of applications will begin September 15, 2005, and continue until the position is filled. Send applications, materials and nominations to:

Professor William K. Rawlins, Chair
Stocker Professor of Communication Studies
c/o Office of the Provost, 310 Cutler Hall, Ohio University, Athens, OH 45701-2979

Electronic Submissions are encouraged: comdeansearch@ohio.edu

*Ohio University is an Equal Opportunity/Affirmative Action Employer.
Applications from women, minorities, veterans, and persons with disabilities are encouraged.*

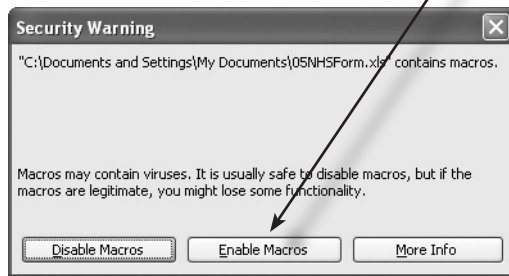
Reminder! New Hires Survey Deadline September 16th

The collection of data for the New Hires Survey (NHS) has now begun, but it will end on September 16th. To make sure you receive the completed NHS file at no cost you must participate. Fill out the NHS file as it pertains to your academic unit and return it to the CCAS Secretariat Office by September 16th. The blank NHS Excel file can be downloaded from the CCAS website at:

<http://www.ccas.net>

If you do not participate, the compiled NHS is also available at a cost of \$100. However, the value of the NHS grows as the number of participants increases.

The form has been revised again this year because we are always looking for ways to improve data entry to make it easier to use. This year a few macros were added, which means you may see an alert message or security warning about enabling macros when you open the file. If you see this warning, click on the button "Enable Macros" to continuing opening the file.



Similar to last year, all instructions are included in the Excel file itself, along with sample data to help you fill out the survey. The tabs in the lower right hand corner of the Excel file provide access to each section.

The Instructions tab provides you with general information about the New Hires Survey. This includes the deadline for submission and how to send it to the CCAS office. In addition, contact information for the person who filled out the survey as well as the person who will receive the instructions for accessing the completed NHS should be entered in this tab.

The NHS tab is where you will enter your data. This year, in an effort to standardize data, a drop-down list for several categories have been added. Using drop-down lists such as this will help to compile the data faster and standardize selections.

For example, when a cell is clicked in the Carnegie Classification column, a yellow instruction box appears along with the arrow box to access the drop-down list. Highlight your choice in the drop-down list and click to select. You can either continue to use the drop-down list for each row if you have more than one new hire, or you can copy the cell and paste it in multiple cells below it. For repetitive information, use either method. The same procedure is used to make a selection for the Geographic Region and Institution Type.

The last section with a drop-down list is the Hire Rank. The rationale for converting this to a drop-down list is to limit the many variations that have been submitted in the past. Instead, a separate column titled "Hire Rank Details" can include further explanations such as "Clinical," "Chair," and "Research Director." When sorting the compiled data, being able to compare apples to apples is much easier in this format.

Another change to the overall form is coloring some of the columns. This helps keep your eyes focused on the correct column and group. Last year errors were made by placing the dollar amounts in the comments columns and vice versa.

Once you have completed the survey, email it back to the CCAS Secretariat office at ccas@asu.edu by **September 16th**. We hope to increase participation in this survey to make it the most comprehensive and useful survey we have had to date. ○

AAC&U Conferences *continued from page 5*

Network for Academic Renewal Conference General Education and Outcomes that Matter in a Changing World

Phoenix, Arizona | March 9-11, 2006

Early registration and hotel deadline: February 15, 2006
This conference will focus on inclusive dialogue and critical analysis of what it is students need to know and be able to do when they graduate from college, and how general education curricula and co-curricula can help foster liberal education outcomes.

Network for Academic Renewal Conference Learning and Technology: Implications for Liberal Education and the Disciplines

Seattle, Washington | April 20-22, 2006

This conference will explore ways that technology is being integrated into the curriculum to help students gain the knowledge, ethical values, and practical skills they need to evaluate and use new information to communicate effectively with diverse audiences. It will provide opportunities to discuss how technology can: expand the integration of liberal learning into the professions; foster students' understanding of themselves and others; bridge cultural divides; and make excellence inclusive.

For more information about AAC&U meetings, email network@aacu.org or call 202-387-3760.

Association of American Colleges & Universities
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www.aacu.org ○



Council of
Colleges of Arts
and Sciences

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

Sign up now! This seminar is filling up fast!!

September 10 & 11, 2005 in Albuquerque, New Mexico

CCAS Seminar:

Legal Issues at Union and Non-union Institutions

Save-a-Date Reminder

November 2-5, 2005

Vancouver, British Columbia, Canada

'05 CCAS Annual Meeting