

Editor: Fran Peck

CCAS SEMINARS UPDATE

The CCAS Deans' Seminar will be held in San Antonio, Texas April 10-11, 2003. Brochures were mailed in early December. Registration information can be downloaded from the CCAS web site (www.ccas.net).

The New Deans' Seminar is scheduled for July 13- 16, 2003 in Minneapolis, MN. The Department Chairs' seminar is scheduled for July 10 - 12, 2003 in Minneapolis, MN. Brochures for the New Deans' and Departmental Chairs' Seminars were mailed in January.

Find the Call for Program Proposals

**For the CCAS Annual Meeting in
Orlando, FL**

**November, 2003 on the CCAS web site
www.ccas.net under Annual Meeting and in
this newsletter.**

**They are to be submitted to Roosevelt
Newson by February 28.**

2002 Annual Meeting Recap

By all accounts, we believe the Annual Meeting was a success. Slightly more than 500 attended with the result that CCAS made a modest profit on the meeting. This is important as the profits we make on the annual meeting allow us to subsidize workshops that often do not and, in addition, allow the Board to make good progress toward the goal of having in our accounts the equivalent of one year's annual expenses as a financial cushion. This is the customary best practice in non-profit membership organizations like CCAS.

The Board reviewed the many helpful comments that came from the meeting evaluation forms, the forms many of you filled out at the breakfasts, and from the Debriefing Session that former CCAS presidents Phil Certain and Holly Smith ran on Saturday morning. As usual, we find mostly enthusiastic responses to the case studies sessions, to the Deans and the Law session, and many others. It is noteworthy that the most negative evaluation of all amounts to a single session where 30% found the presentation fair or poor. Only five others had between 5% and 12% feel the session was fair or poor. Since we schedule 27 sessions, we believe that we are serving our membership well in that almost three-quarters are rated by participants as good, very good, to excellent.

Your comments and suggestions have been passed along to next year's program committee chaired by Roosevelt Newson and the Board hopes that we can continue to make our meetings worth your attendance. We hope that if you did not attend the San Francisco meeting, you will consider doing so in Orlando next year.

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P. Geoffrey Feiss
Dean of the Faculty of Arts & Sciences
College of William and Mary

CCAS ADDRESS

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Registration Open Now

**Deans' Seminar, Seminar for New Deans, and
Seminar for Department Chairs**

Contact CCAS or visit www.ccas.net for registration
forms and information.

Message from the CCAS President

Opportunities to Serve on CCAS Committees

One of the more pleasant tasks for the CCAS president is that he or she, in consultation with the Board, appoints committees from among the CCAS membership. It might surprise you that this would be seen as a pleasant task, but it is so since the members of CCAS so readily volunteer and accept responsibility for committee work on behalf of CCAS. What is often an onerous task on our own campuses – staffing committees with willing and talented volunteers – is anything but at CCAS. There are always more qualified volunteers than committee assignments and few ever refuse to serve.

Because we have more volunteers than committee slots, the Board thought it might be useful to pass along to members some information on how committee assignments are made.

Committees: The CCAS by-laws create eight standing committees: 1. Membership, 2. Issues and Resolutions, 3. Nominating, 4. Program, 5. Research Universities, 6. Comprehensive Universities, 7. Liberal Arts Colleges, and 8. Metropolitan/Urban Universities. In addition, the president in consultation with the Board can create *ad hoc* committees. Examples are the 1) By-Laws Review Committee whose report was received in 2001 and thus ceased its work for another five years as specified in our by-laws, 2) the Search Committee for the new executive director, and 3) the Financial Review Committee which last summer conducted an on-site review of the directorate's financial practices and reports.

Committee Membership: Committees are open to any dean at any member institution. It is not necessary to be a "full" dean; associate and assistant deans are encouraged to participate. Each standing committee shall have at least six members and members are appointed annually – in other words there are no terms on standing committees *per se*. Generally speaking, committees have eight to ten members in order to spread the work load and to assure a minimum number of committee members as specified by the by-laws given the frequency with which deans move up the ladder or back to the faculty. In the interest of involving as many CCAS deans as possible in the work of the organization, it has been the Board's policy is that no dean should serve on a standing committee for more than three years cumulative.

Selection of Committee Members: Practically speaking, all committee memberships terminate at the close of the Annual Meeting. At the final Board meeting of the year (held on the Saturday morning of the Annual Meeting), the newly elected president and the Board discuss the tasks for the year ahead for each of the standing committees and the president takes suggestions from

Board members for committee membership based on their experience with committees and their knowledge of the membership. Soon after the Annual Meeting, early December in practice, the president is sent the "Expressions of Interest" forms that were filled out and submitted at the Annual Meeting. In addition, in some cases, committees themselves may make suggestions of their own for future membership of the committee. Prior to the early January meeting of the Board, the president then "populates" each of the standing committees. The president seeks input from the president-elect for the Program Committee, since the primary task of the president-elect is to prepare the program for the next annual meetings, and from the past-president for the Nominating Committee, since the past-president chairs the Nominating Committee.

How are Committee Assignments Determined? A wide range of factors are used by the president in populating the standing committees. The right balance of seasoned veterans and new "blood" is important. Members who have been unusually active and effective are often reappointed to provide continuity and institutional memory. Often, CCAS members have expressed to Board members their interests in being involved on one or more committees or in having CCAS address a matter of concern that falls within the purview of one of the standing committees and this is information that board members routinely pass along to the president. We seek geographic diversity on committees as well as representation from the range of schools that are members of CCAS – public and private, large and small, urban and rural, majority and minority, sectarian and non-sectarian. We certainly seek gender, racial, and ethnic balance on committees. And, the Board is always "on the lookout" for deans who want to be active in the life of CCAS now and in the future. In many ways, the standing committees and participation in our workshops are the best ways to become involved in CCAS.

How Can I Have an Opportunity To Serve? The easiest way is to make your interest known to a member of the Board. That is why Board members wear those ribbons on their name tags at the Annual Meeting. If you would like to serve on a committee, simply button-hole, email, or fax a Board member and let them know of your interest. This is best done at the Annual Meeting and by early December. Also, submit the "Expression of Interest" form that is distributed in the registration packet at the Annual Meeting. I can assure you that I went over every one of these forms as I compiled lists of potential committee members in December.

On behalf of the Board, I wish to express my gratitude at the willingness of the many who volunteered for committee assignments. If you did not get selected this year, do not despair. Volunteer again; your opportunity will come.

Geoff Feiss
President, CCAS

CHANGING OF THE GUARD

Olufunke Fontenot, Assistant Dean, Savannah State University, to Assistant Dean of the School of Liberal Arts and Sciences, Georgia College and State University.

Elise Jorgens, Dean, College of Arts and Sciences, Western Michigan University, to Interim Provost.

Leonard Ginsberg, Associate Dean, College of Arts and Sciences, Western Michigan University, to Interim Dean.

CCAS NEW HIRES SURVEY UPDATE

Approximately 184 CCAS members participated in this year's New Hire Survey. Survey reports were mailed out in early January. CCAS New Hires Survey reports are available at no cost to member institutions that participated in the survey. Non-participating members may obtain the report for \$100. If you participated in the survey, but did not receive a report, please contact the CCAS office. If you did not participate, but would like to purchase the report, please contact the CCAS office.

Notes from the CCAS Office

It will soon be time to start Membership Renewals, New Hire Survey data collection, and registration for the 2003 Annual Meeting. We have compiled some information that will hopefully help with accurate data collection and ensure your information is correct and the way you would like it.

Membership renewals (we will repeat this information when we send out the renewal information): all information on the membership directory form must be checked and the forms faxed back to us. Please do not send the membership directory forms through your Accounting Department without **FIRST** faxing them to the CCAS office. We had many instances of Accounting Departments sending incomplete information with the dues payment. Additionally, we ask that you please check each and every piece of information on the forms for accuracy. If we receive it back with no changes, it is assumed that the information is accurate.

New Hire Survey data collection: It is important that all of the information is filled out whether using the Excel spreadsheet or completing the web based form. The contact information is important for us to know whom to

contact if we have questions about the file. Additionally, without a College Unit, in multiple college institutions, we have no way of knowing to whom to send the report.

Please note: The Board has decided that no data will be accepted on paper or older format Excel spreadsheets for the 2003-2004 data collection. Only the web-based form or current spreadsheet distributed by email or download will be accepted.

Annual Meeting: Preregistration: Please provide all of the information when filling out the preregistration form for the Annual Meeting (or any of the meetings). A fax number IS required – that is how we confirm your registration. Also, please fax the preregistration form to the CCAS office BEFORE you send the forms through Accounting for payment. Same as above in the Membership renewal section – we had many instances of receiving incomplete information, and we can only input what we receive. Additionally, if you think you are registered, but have received NO *Names on the name badges*: we had a few instances of secretarial staff completing the registration forms for the Deans, and putting down “Dr. Jane Smith, PhD” for the name to be used on the name badges. Dr. Smith arrives at the registration desk and is not happy that their name badge has Dr. and PhD, as most of the other registrants do not (they are, after all, all Drs and PhDs). When time permits, we try to make a new name badge on site, however, this could be avoided if the Dean would communicate the information, as they want it, to **person completing the registration form**. **Diet:** Every attempt is made to accommodate special dietary needs, but some clarification of the process is needed. The Board selects the menu at a tasting done at the host hotel during the January Board meeting. The CCAS office does not select the menu. Generally, two meat entrees and two vegetarian entrees are selected, one of each for each luncheon. With the exception of those who require more restricted diets due to health or religious preferences (e.g., vegan, kosher, or gluten-free), if a registrant cannot eat the meat entrée for that luncheon (e.g., fish), they are offered the vegetarian entrée. Usually there are not two meat entrees offered at the same luncheon. This is to hold down the cost of the meals, thus the cost of the meeting, and subsequently the cost of the registration fees. If a registrant has a health or religious dietary necessity, please let the office know as far in advance as possible so we can work with the hotel to make appropriate accommodations. If, however, the registrant only wants a different meat entrée than the one offered, there is little we can do. The menus are selected and planned far in advance.

CCAS SERVICES AND ACTIVITIES**2003 SEMINARS**

CCAS Deans' Seminar: Hyatt Regency, San Antonio, TX, April 10 & 11. Program Director: David A. Young, Arizona State University

CCAS Seminar for Department Chairs: Hilton Minneapolis, Minneapolis, MN July 10-12. Program Director: Ted Wendt, University of Wisconsin-Eau Claire

CCAS Seminar for New Deans: Hilton Minneapolis, Minneapolis, MN July 13-16. Program Director: Mel Netzhammer, SUNY College at Buffalo

2003 CCAS Annual Meeting: Hilton, Lake Buena Vista, FL November 12-15. CCAS President, P. Geoffrey Feiss, College of William and Mary. Program Chair: Roosevelt Newson, Illinois State University

SERVICES

Legal Issues Seminar: CCAS member institutions may schedule the Legal Issues Seminar with CCAS.

Listserv: Approximately 378 members use the list to discuss issues in arts and sciences higher education. Members wanting to subscribe to the CCAS Listserv should send the message SUBSCRIBE CCASDEAN to listserv@asu.edu. Do not include any other message. Instructions will follow on how to confirm your subscription.

Mailing Labels: Members may purchase mailing labels from CCAS for certain mailings (position announcements, conference announcements, etc). Two different sets of labels are available: The "Deans Set" includes approximately 700 names and addresses of CCAS Deans; and the "Full Set," which adds the names and addresses of associate and assistant deans of member institutions and includes approximately 1700 names. The Deans Set may be ordered for \$50.00 ppd. and the Full Set for \$125.00 ppd. Contact the CCAS office for information on purchasing mailing labels

New Hires Survey: CCAS New Hires Survey data is available free to member institutions that participated in the survey. Non-participating members may obtain the report for \$100.00.

Newsletter: CCAS welcomes your comments and suggestions and encourages you to submit essays and articles for publication. Submissions for publication will be considered on content and space available. Information should be sent to Ernie Peck or Fran Peck at CCAS.

Web Site: <http://www.ccas.net>. Information should be sent to Fran Peck at CCAS.

News You Can Use

The 2000-2001 Institutional Characteristics data is now available on the Integrated Postsecondary Education Data System web site <http://nces.ed.gov/ipeds/ic.html>

Also available on the IPEDS web site is faculty salary data, as well as Fall enrollment, staff and finance data, etc <http://nces.ed.gov/ipeds/data.html>

MAIL YOUR BALLOT TODAY!

Ballots for recommended changes to the Constitution and By-laws are being sent to the deans of member colleges in January. The changes to the by-laws include:

1. A CHANGE IN THE STATED FUNCTIONS OF THE MEMBERSHIP COMMITTEE
2. A CHANGE TO BETTER SPECIFY ELIGIBILITY FOR SERVICE ON THE BOARD OF DIRECTORS
3. A CHANGE CLARIFYING THE ELIGIBILITY OF ASSOCIATE AND ASSISTANT DEANS FOR MEMBERSHIP ON CCAS COMMITTEES
4. A CHANGE INTRODUCING A SUNSET DATE ON THE EXISTENCE OF AD HOC COMMITTEES
5. A CHANGE CLARIFYING THE CIRCUMSTANCES UNDER WHICH AD HOC COMMITTEES WOULD SPONSOR SESSIONS AT THE ANNUAL MEETING
6. CHANGES CLARIFYING THAT THE SECRETARIAT OFFICE WILL NORMALLY BE LOCATED AT THE SAME CAMPUS AT WHICH THE SECRETARY-TREASURER SERVES AS DEAN

Also of great importance are two changes to make it easier to modify 1) the Constitution and 2) the By-laws.

It is very important that each member institution vote as a Constitution and by-law change requires approval by 2/3 of the members. Please watch your mail for the ballots and return them to the CCAS office immediately to be counted.

**Call for Program Proposals
CCAS Annual Meeting
Lake Buena Vista, FL
November 12-15, 2003**

December 5, 2002

Dear Decanal Colleague:

The 2003 annual meeting of the Council of Colleges of Arts and Sciences will be held from November 12 through 15 at the Hilton in the Walt Disney World Resort, Lake Buena Vista, Florida. It promises to be a stimulating meeting at an exciting venue. As I hope that you are planning to attend, I am writing to encourage you to take an active role in the program. Maybe you have an idea for a topic for one of our sessions; or maybe you know someone who is able and who might be interested in serving as a presenter; maybe, you, yourself, would be interested in presenting a topic.

The Program will treat a variety of topics---some of general interest and others aimed at specific groups and/or concerns. Some topics are perennial favorites while others come forward as suggestions following our recent annual meeting in San Francisco.

There is no theme to the 2003 meeting. CCAS is an organization devoted to deans sharing experiences and expertise with other deans, therefore, we seek topics of interest to deans from a variety of institutions----both large and small, commuter and residential, metropolitan/urban, liberal arts, comprehensive and research, public and private, HBCU, tribal, and other minority-serving institutions. Each constituency is represented in the membership of CCAS, therefore we welcome proposals of interest to each institutional prototype.

Among the topics that are perennial and contemporary favorites are the following:

| |
|---|
| <input type="checkbox"/> The Dean's role in fund-raising and alumni relations |
| <input type="checkbox"/> Handling budget cuts |
| <input type="checkbox"/> Faculty vs. professional advising; how to strengthen advising |
| <input type="checkbox"/> Mentoring programs for new (and old) faculty |
| <input type="checkbox"/> Multicultural engagement in curriculum: programs in progress |
| <input type="checkbox"/> Outcomes assessment: philosophy, progress, and practice |
| <input type="checkbox"/> The dean's role in accreditation |
| <input type="checkbox"/> Balancing professional programs and the liberal arts |
| <input type="checkbox"/> Best practices in foreign language teaching |
| <input type="checkbox"/> Globalization of the A&S curriculum; faculty exchanges |
| <input type="checkbox"/> Interdisciplinary Studies in the core curriculum |
| <input type="checkbox"/> Orientation of new chairs: best practices |
| <input type="checkbox"/> Deans and pressures for distance/on-line learning: funding, leadership, assessment |
| <input type="checkbox"/> Tenure |
| <input type="checkbox"/> Managing adjunct and part-time faculty |
| <input type="checkbox"/> Teacher preparation, national certification, PRAXIS, and the teacher shortage |
| <input type="checkbox"/> The politicization of general education |
| <input type="checkbox"/> Hiring and the academic couple |

We also need volunteers for the following:

New Deans' Workshop presenters
Case Study session leaders
Deans' Clinic panelists
Breakfast conveners
Lunchtime table theme leaders

Please complete the attached proposal form and return it to my office no later than Friday, February 28. E-mail or regular mail is fine.

On behalf of the program committee, I thank you for your interest in shaping the 2003 Program. I look forward to seeing you in Orlando next November.

Sincerely,

Roosevelt Newson, Dean
College of Fine Arts
Illinois State University
President-elect of CCAS
Chair of the 2003 Program Committee

**Council of Colleges of Arts and Sciences
Annual Meeting -- 2003
Orlando, FL
November 12-15, 2003
Proposal for Program Participation**

Note: Please print or type! Use a separate sheet for each proposal; attach supplementary sheets as necessary.

1. Suggested topic: _____
2. Are you interested in being a presenter for this topic? _____
3. Are you volunteering to organize a chair the session? _____
4. Can you recommend other presenters, including a convener if you are not volunteering?
(Include name and institution) _____
5. Are you volunteering for:
 - _____ a. New Deans' Workshop presenter?
 - _____ b. Case Study session leader?
 - _____ c. Deans' Clinic panelist?
 - _____ d. Breakfast convener (which one) ? _____
 - _____ e. Lunchtime table theme leader (what theme)? _____

Your name: _____ Title: _____

Institution: _____

Address: _____

Phone: (____) _____ Fax: (____) _____

Email: _____

Send or email to:
Roosevelt Newson, Dean
College of Fine Arts
Illinois State University
Campus Box 5600
Bloomington, IL 61790-5600
rnewson@ilstu.edu

POSITION ANNOUNCEMENTS

*An equal opportunity university*

Office of the Provost
and Vice President for Academic Affairs

Bellingham, Washington 98225-MS 9033
(360) 650-3480 Fax (360) 650-7475

Two New Academic Dean Positions

Western Washington University invites applications and nominations for two new academic dean positions: *Dean of the College of Sciences and Technology* and *Dean of the College of Humanities and Social Sciences*. These two new colleges are the product of the division of the existing College of Arts and Sciences. They will be established and the new dean positions will begin in September 2003.

We seek Deans with the experience and qualifications necessary to support teamwork, set high standards, and develop plans for the future of the new Colleges. The Deans will be responsible for academic planning, program development, budget and resource management, program assessment, faculty appointments, faculty development and evaluation, and outreach to the local and regional communities.

Western Washington University is a comprehensive state university, highly rated in several national publications, with 12,500 students and 645 faculty in seven colleges and the graduate school. The campus, overlooking the San Juan Islands, is located in Bellingham, a coastal community of 67,000, about 90 miles north of Seattle and 55 miles south of Vancouver, B.C. Additional information about the position, college, university and community is available at <http://www.wvu.edu/depts/provost/jobs/>.

Founding Dean of the College of Sciences and Technology

Western's new College of Sciences and Technology includes the departments of Biology; Chemistry; Computer Science; Engineering Technology; Geology; Mathematics; and Physics/Astronomy; and the Science Education program. To ensure full consideration, applications must be received by February 24, 2003. Electronic submissions to SciTechDeanSearch@wwu.edu are encouraged.

Founding Dean of the College of Humanities and Social Sciences

Western's new College of Humanities and Social Sciences includes the departments of Anthropology; Communication; Communication Sciences and Disorders; English; History; Journalism; Liberal Studies; Modern and Classical Languages; Philosophy; Physical Education/Health/Recreation; Political Science; Psychology; and Sociology, and the Linguistics and East Asian Studies programs. To ensure full consideration, applications must be received by February 24, 2003. Electronic submissions to HumSocSciDean@wwu.edu are encouraged.

Additional information about two new positions, (including full position announcements with qualifications and application procedure) may be found at <http://www.wvu.edu/depts/provost/jobs/>. For additional information, contact the Search Coordinator, Bev Jones; 360 650-3345/FAX 360 650-7475.

WWU is an AA/EO employer. For disability accommodation, call (360) 650-3771 (V) or (360) 650-7696 (TTY).

Council of Colleges of Arts and Sciences
College of Liberal Arts and Sciences
Arizona State University
P. O. Box 873108
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First Class

CCAS Newsletter