



NEWSLETTER

Council of Colleges of Arts and Sciences

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May-June 2005

Mary Hancock-Niemic, Editor

CCAS Membership Renewals for the 2005-2006 Academic Year Sent to Members

It is time to renew your membership in CCAS. By the time you read this newsletter, you will have received the Membership Renewal Form with the information that is currently in the CCAS database for your academic unit. If there have been changes in your decanal staff over the past year and the CCAS office wasn't notified, you will find the information on the form is no longer valid. Therefore, it is necessary to have you verify that the information is correct, or to make the necessary changes, corrections or updates.

The information you provide or verify on the Membership Renewal Form will be included in the 2005-06 CCAS Membership Directory, so it is very important that you review the Membership Renewal Form carefully. Also, please make sure any changes, updates, or corrections are clearly labeled and legible to reduce errors in data entry once the form is received by the CCAS Secretariat office.

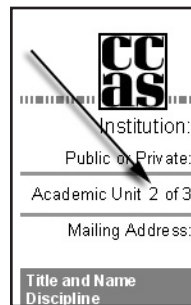
Perhaps the most misunderstood item on the Membership Renewal Form is the box for the number of baccalaureate degrees awarded/granted by each academic unit. This number determines the amount of dues owed and must be reported in order to generate an invoice for membership dues. However, it has been our experience that a substantial number of academic units do not report this number, and therefore cause delays in processing membership invoices. Months may pass while playing "telephone tag" and sending emails with academic units trying to obtain this number. A few institutions have even lost their membership in CCAS due to a lack of response.

Membership Dues and Invoices: One Academic Unit

If your college/school is the only academic unit active in CCAS, your membership dues are based on the number of baccalaureate degrees granted from your college/school in the past academic year – **not the entire institution**. As noted above, this number is required to calculate dues and must be filled in on the Membership Renewal Form when it is returned to the CCAS Office. An invoice for dues is generated once this number has been provided.

Membership Dues and Invoices: Two or More Academic Units

If your institution (university) has more than one academic unit active in CCAS, membership dues are based on the **sum** of the baccalaureate degrees granted by **all** participating academic units only (**not the entire institution**). Since this number is based



on a total, an invoice for membership dues cannot be generated until **all** academic units have sent in their information. So please make sure your Membership Renewal Form is returned in a timely manner.

NOTE: You can tell if there is more than one active academic unit at your institution by looking at the

Renewal *continued on page 4*

In this issue

Calling the CCAS Office in a Timely Manner . . .	2
CCAS Seminar Meeting Schedule	3
Why Wait for a Seminar Confirmation from CCAS?	3
CCAS Cancellation Policies	3
Changing of the Guard	5
Continuing the Fight Against Spam and Viruses	5
Call for Participation in the 2005-2006 New Hires Survey	6
Incentives to Increase Associate/Assistant Deans Attendance	7
Bargain Hotel Rooms Hurt CCAS	7
Travel Alert: Bring Your Passport?	7
Job Announcement Central Missouri State University	5

Mark your calendars for CCAS's 2005 Annual Meeting! Vancouver, BC, CANADA

The Sheraton Vancouver Wall Centre Hotel will be the site of this year's annual CCAS meeting to be held November 2-4, 2005. The Sheraton is located in the heart of the beautiful city of Vancouver, British Columbia and is centered close to the classy boutiques and wonderful restaurants of Robson Street and Yaletown. The beautiful views from the floor-to-ceiling windows in each room are awesome!

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.

Our key note speakers this year will be the Honourable Vivienne Poy, Chancellor of the University of Toronto and Terry Hartle, Senior Vice President, Division of Government and Public Affairs for the American Council on Education (ACE).

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 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 hour 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. ○

US Time Zones (Continental Zones Only)

Pacific Mountain Central Eastern

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

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Contact Us

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CCAS Mailing Address

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 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.

CCAS Seminar Meeting Schedule

JULY

July 14 – 16

CCAS Seminar for Department Chairs

Denver, Colorado

SEMINAR IS FILLED!

July 17 – 20

CCAS Seminar for New Deans

Denver, Colorado

SEMINAR IS FILLED!

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

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.○

**Due to popular demand, a second Dept. Chairs Seminar was approved by the CCAS Board of Directors after the last newsletter was mailed. This seminar also proved to be very popular and has filled as well.*

Why Wait for a Seminar Confirmation from CCAS?

For virtually every seminar that CCAS holds, at least one person will ask why it is necessary to wait for a confirmation from the CCAS Secretariat Office before making travel arrangements. The answer is simple: To save you the expense and frustration of having to cancel those travel arrangements.

The seminars that are held during the year are limited to a specific number of attendees who are admitted on a first-come, first-served basis. The act of faxing your registration form to the CCAS Secretariat Office does not automatically guarantee that you will be able to attend. Often, as happened this year, the seminars filled quickly, so people were put on a waiting list early on. Should you make travel arrangements *before* getting a faxed confirmation from the CCAS Secretariat Office, you could find yourself on the waiting list instead. Unfortunately, this makes getting a refund from airlines and the hotel difficult and very expensive. So it is important to wait until you receive confirmation before planning your travel agenda.

However, this does not apply to the Annual Meeting any longer and has been removed from the registration information this year. You are actually encouraged to register and make your travel arrangements as soon as possible. There is no limit to the number of people who can attend the Annual Meeting, and we hope as many as possible will be in attendance.○

CCAS Cancellation Policies

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.

Cancellation Policies *continued on page 4*

Renewal *continued from page 1*

Membership Renewal Form. Under your institution's name is your academic unit preceded by a unit number assignment. It shows 1 of 1 or X of Y, depending on the number of active academic units.

Multiple participating academic units have been a major problem in getting membership renewals processed. For example, sometimes the deans are not aware that another college/school at their institution is also a participating member. This happens most often when a dean is new to the institution. Another problem occurs when colleges are merged or split. For these reasons, the number of participating academic units has been placed on the renewal form.

Membership Renewals: Checklist

The checklist below is suggested as a guide when you are processing your membership renewal form:

- ENTER THE NUMBER OF BACCALAUREATE DEGREES GRANTED BY YOUR ACADEMIC UNIT IN THE BOX PROVIDED. DO NOT RETURN THE MEMBERSHIP RENEWAL FORM WITHOUT THIS NUMBER!!
- If changes, updates, or corrections are needed for decanal staff, cross out the incorrect information and print legibly or type the correct information on the form. If there is not enough room, please use a separate sheet of paper.
- If all of the decanal information is correct, just check the "OK AS IS" box in the lower right-hand corner of the form.
- Please have the person who fills out the form provide their contact information. This allows us to contact that person directly if we have questions or have difficulty reading the updated form.
- When the membership information has been verified, updated, or changed, please fax it with any additional sheets to the CCAS Secretariat office at (480) 727-6078.

NOTE: Even if no changes are needed, it is still necessary to return the form to the CCAS office with the "OK AS IS" box checked to verify that the information in the CCAS database is correct.

Membership Renewals: Deadline July 15th

To be included in the 2005-2006 Membership Directory, the Membership Renewal Forms must be

returned to the CCAS Secretariat Office by 5 pm on Friday, July 15th. If we do not receive your updated Membership Renewal Form or if it is returned without changes but the "OK AS IS" box is not checked, we will **not** include your decanal information in the Membership Directory. Only the institution information will appear.

Membership Renewals: Payment

CCAS does not accept credit cards or payment cards of any kind. No matter how many times we print this information on forms, brochures, and programs, someone always calls and wants to pay with a credit card or p-card. When making arrangements for payment, please make sure your accounting department is aware of this. Also, make sure that payment is made to "CCAS" or Council of Colleges of Arts and Sciences – *not* Arizona State University.

2005-06 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

Membership Renewals: Deadline Payment

Payment is due no later than October 14th. This will ensure your ability to vote for the CCAS Board of Directors at the Annual Meeting or to run for a position on the Board. Although members and non-members are encouraged to attend, ***only those members whose dues have been paid prior to October 28th will be able to vote or run for office.***

Although Membership Renewal Forms will continue to be accepted after July 15th so we can update the CCAS membership database, your decanal information may not be included in the 2005-06 Membership Directory. This is due to the lead time required for printing and mailing. If you want to have your decanal information included in the 2005-06 Membership Directory, we need your cooperation and respect for deadlines.

If you have questions, please call the CCAS Secretariat Office at (480) 727-6064. ○

Cancellation Policies *continued from page 3*

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! ○

Changing of the Guard

Susan K. Ahern, Interim Dean, College of Humanities and Social Sciences, University of Houston-Downtown, to Dean, College of Humanities and Social Sciences, University of Houston-Downtown.

Terry M. Brown, Associate Dean, College of Arts and Sciences, University of Wisconsin-River Falls, to Interim Dean, College of Arts and Sciences, University of Wisconsin-River Falls.

Daniel L. Goroff, Professor of the Practice of Mathematics, Harvard University, to Dean of Faculty, Harvard University.

Gregory M. Sadler, Professor of English, University of Nebraska at Omaha, to Dean, College of Liberal Arts and Sciences, Cleveland State University.

Daniel Sparling, Interim Dean, School of Liberal Arts and Professional Programs, Maryville University of Saint Louis, to Dean, School of Liberal Arts and Professional Programs, Maryville University of Saint Louis.

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 a virus (or worse!).

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.○

Central Missouri State University Department of Music

**CHAIR, DEPARTMENT OF MUSIC
(EXTENDED SEARCH)
Associate or Full Professor
Beginning: January 2006**

Central Missouri State University seeks a Chair for the Department of Music to provide academic and artistic leadership for a well-established music program. Duties to include coordination and evaluation of academic programs, curriculum development, budget planning, personnel matters, student recruitment and advisement, facilities management, serving as liaison to the University administration and the community, and fund raising. The chair's position is a 12 month appointment and normally includes a 50% teaching load in the area of specialization. A complete description of this position and requirements can be found at: www.cmsu.edu/hr/faculty. Position is open until filled. Review of applicants begins August 1, 2005.

The Department of Music is a part of the College of Arts & Sciences which houses 11 departments in the sciences, fine and performing arts, social sciences, and humanities. More information about the college's programs can be found at www.cmsu.edu/x172.xml. Information on music programs can be found at www.cmsu.edu/music.

Visit **Central Missouri State University's** web site at: www.cmsu.edu

Apply by position #51565 and submit a letter of application, resume, official transcripts, and three current letters of reference. Materials can be sent electronically to sheets@cmsu1.cmsu.edu or through the mail to:

Dr. John Sheets, Music Department Chair Search Committee
Wood 136C
Central Missouri State University
Warrensburg, MO 64093
For more information call (660) 543-4404

AA/EEO/ADA

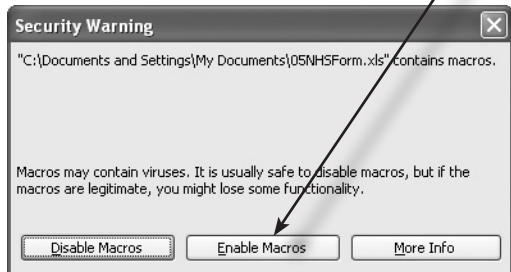
Call for Participation in the 2005-2006 New Hires Survey

The collection of data for the New Hires Survey has now begun. We encourage everyone to participate so it will become a more valuable tool to each institution and academic unit. The blank 2005-2006 New Hires Survey (NHS) is being distributed by electronic means this year as it was last year. The blank survey form in Microsoft Excel format will be available from the CCAS website:

<http://www.ccas.net>

Each year the survey is sent to the CCAS membership to fill out and return to the CCAS Secretariat Office by mid-September. The data from each file is then compiled into one large Excel file and given to each participating member at no cost. The compiled NHS is also available to those who do not participate, are not members, or who participate but are not members at a cost of \$100.

The form has been revised again this year because we are always looking for ways to improve data entry so it is 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 and enter data.



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.

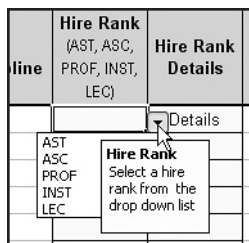
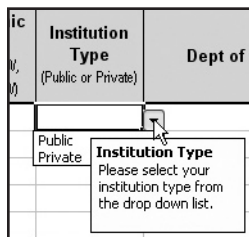
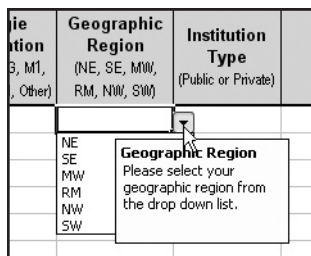
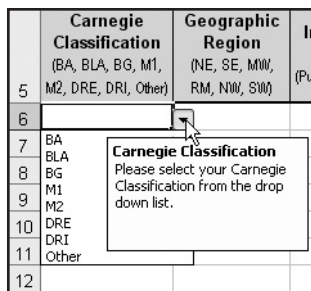
Instructions / NHS / Sample Data /

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, and who should receive the instructions for accessing the completed NHS should be entered in this tab.

Instructions / NHS / Sample Data /

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, either method is easy to use and fast.

The same procedure is used to make a selection for the Geographic Region and Institution Type.

The survey, originally designed and directed by Dean Leon J. Radziemski (Washington State University), sorts the data

first by Carnegie classification, then by area of the country. Institutions are not identified by name in the results.

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.

Instructions / NHS / Sample Data /

If you aren't sure about the type of data to enter and would like to see a sample of what type of information can be entered, click on the Sample Data tab. If you have further questions, you can always contact the CCAS office.

Once you have completed the survey, email it back to the CCAS office at ccas@asu.edu by **September 16th**.

By doing this electronically, it will make it easier for you to complete and will allow us to distribute it quicker. We hope to increase participation in this survey to make it the most comprehensive and useful survey we have had to date. ○

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.

Although the Annual Meeting is still some months away, the Board is encouraging you to start thinking about attending now. 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. ○

Bernard O'Kelly

passed away on February 9, 2005 at his home in Arlington Heights, IL. He was President of CCAS in 1973-74 and hosted the Deans hotline at the annual meetings for many years. He served 29 years as Dean of the College of Arts & Sciences at the University of North Dakota and at the time of his retirement was the longest-serving dean in the nation.

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. ○

Travel Alert: Bring Your Passport?

As heightened security effects 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. ○



Council of
Colleges of Arts
and Sciences

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

Upcoming Seminar You Don't Want to Miss!

September 10 & 11, 2005 in Albuquerque, New Mexico

**CCAS Seminar: Legal Issues at Union
and Non-union Institutions**

Remember: Space is limited. Register soon!

Save-a-Date Reminder

November 2-5, 2005

Vancouver, British Columbia, Canada

CCAS Annual Meeting