



NEWSLETTER

Council of Colleges of Arts and Sciences

Volume 27, Number 1

January-February 2006

Mary Hancock-Niemic, Editor

Back-to-Back Seminars Offer Deans Opportunity to Attend Two Seminars for the Price of One Trip

Every year CCAS presents seminars for deans in the spring and fall. However, this year the spring and fall seminars has been scheduled "back-to-back" for the same week, March 15 to 18 in Williamsburg, Virginia, to save on travel time and put less strain on travel budgets. This arrangement provides deans with a rare opportunity to attend two seminars of significance to their institutions with one trip.

The Deans and Development seminar (March 15-17) will explore fundraising from the dean's perspective. Led by Mel Netzhammer, Dean of the School of Arts and Humanities, Buffalo State College and Carmine Grande, Vice President for Institutional Advancement and Development, Buffalo State College, the workshop will include a basic introduction to the types and techniques of fundraising, as well as practical, hands-on activities. For example, participants will develop case statements and make an ask.

The workshop will explore the dean's role in friend raising, annual giving and planned giving. It is designed to be an intensive introduction for dean's who are new to fundraising or who want to go back to the basics.

Those who register for this seminar will receive a survey via email to be completed before attending the seminar. It will determine the extent of development experience, e.g., if there is any development support at your institution, the size of the development staff and resources available for fundraising, etc. The seminar content will be tailored to the participants' responses. For further questions, please contact:

netzhaec@bscmail.buffalostate.edu

"Academics First, Budgets Second" is the theme of the Fiscal Issues seminar (March 18-19). Led by Dean Roberta Lessor of Chapman University, Orange, California, and Dean Carl Strikwerda of the College of William and Mary, Williamsburg, Virginia, the seminar will focus on how deans can make academically sound decisions about budgets. Dean Lessor will deal with how deans can use their research skills, experience in evaluating information, and ability to make careful

judgements in deciding financial questions. Dean Strikwerda will discuss how deans can identify academic priorities and use them to make budget decisions.

Participants will work on case studies and will be asked to provide 1) a paragraph on their academic training or experience that they have applied in their budgetary responsibilities and 2) a paragraph on a budget decision that they have faced which involved determining academic priorities. Questions, please contact: lessor@chapman.edu or cstrik@wm.edu

Openings are still available for the back-to-back CCAS dean's workshops Deans and Development and Fiscal Issues. Participants can register for either workshop or both. Those attending both workshops receive a registration discount.

CCAS Member Registration Fees

Deans and Development	\$400.00
Fiscal Issues	\$400.00
Both Seminars	\$700.00

Brochures with registration forms are available in pdf format from the CCAS website (www.ccas.net). Click on the "Meetings" button (3rd button in the left column).○

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Has Your Email to CCAS Gone Unanswered?

If you have sent email to CCAS and haven't received a reply, it could very well be that your message was deleted without being opened. Because the amount of messages that the CCAS account receives seems to have increased as spammers get more creative, we can't risk infecting the CCAS computers by opening questionable emails.

Sometime ago we proposed that you put "CCAS Office:" or "ATTN CCAS" in the subject line along with an idea of what your email is about. This helps us to pick out the messages from our members that need our attention from sales pitches and "phishing." Of course, this won't stop the spam, and occasionally, your email may be deleted if there is not enough information in the subject line to distinguish it from spam.

For example, the spammers are getting more sneaky in trying to get our attention. We now get spam emails that have such subject lines as "Question about the upcoming meeting" or "Registration fees." 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 with "CCAS Office:" or "ATTN CCAS," we will be able to answer you as quickly as possible.

Also, with the relocation of the CCAS Office to the College of William and Mary, please help the new staff by following these suggestions. Give them a chance to help you. ○

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.

Currently, Arizona aligns 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)

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

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

Contact Us

Phone (480) 727-6064
 Fax (480) 727-6078
 Email ccas@asu.edu
 Web site www.ccas.net

CCAS Mailing Address

Council of Colleges of Arts and Sciences
 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.

CCAS 2006 Meeting Schedule

MARCH

March 15 to 18

Special Back-to-Back CCAS Deans' Seminars

Williamsburg Hospitality House
Williamsburg, Virginia

March 15 to 17

Deans and Development

March 17 and 18

Deans and Fiscal Issues

JULY

July 13 to 15

CCAS Seminar for Department Chairs

Chicago Marriott Downtown
Chicago, Illinois

July 16 to 19

CCAS Seminar for New Deans

Chicago Marriott Downtown
Chicago, Illinois

NOVEMBER

November 8 to 11

CCAS Annual Meeting

Boston Marriott Copley Place Hotel
Boston, Massachusetts

Information about these and other CCAS activities appear in the CCAS Newsletter and are posted on the CCAS website:

www.ccas.net

When timely, brochures and registration forms in pdf format are available for download from the CCAS website. For seminars, click on the "Meetings" button (3rd button from the top in the left-hand column). For the Annual Meeting, click on "Annual Mtg." (3rd button from the bottom in the left-hand column).

Due to the relocation of the CCAS Secretariat Office this year to the College of William and Mary, contact information will change. Monitor the website for relocation status and new contact information. ○

Changing of the Guard

Joseph Bragin, Dean, College of Science, Marshall University, to Provost and Vice President for Academic and Student Affairs, Missouri Western State 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. ○

Board Information Corrections

Please make the following corrections for these CCAS Board of Directors printed in the previous newsletter:

Officer: Secretary-Treasurer

David Young: Mailing address should be:
Arizona State University
300 E. University, Suite 145
PO Box 876505
Tempe, AZ 85287-6505

Board Member: Class of 2006

Anita Shea: Zip code should be 01970

An updated list of the CCAS Officers and Board Members is available from the CCAS website at:

<http://www.ccas.net/public/articles/>



**27th Annual
National Conference on
Law and Higher Education in
Clearwater Beach, Florida
On February 18-22, 2006**

The 27th Annual National Conference on Law and Higher Education, will be held on February 18-22, 2006 at the Sheraton Sand Key Resort in Clearwater Beach, Florida. This nationally recognized, ABA award-winning conference provides higher education administrators, attorneys, research professionals, and faculty with a series of interdisciplinary workshops, plenary and concurrent sessions, and focus groups on the most important law and policy issues affecting public and private higher education.

To view the conference brochure, go to www.law.stetson.edu and click on CLE and Seminars or go directly to www.law.stetson.edu/CLE/ and then click on the headline in the right hand column: *The 2006 Law and Higher Education Brochure now available online.* The conference brochure and registration materials will open up in pdf format for you to view or print. For a copy of the printed brochure, contact Professor Robert Bickel, or Aleidys Ibarguen at HigherEdCenter@law.stetson.edu.



OHIO
UNIVERSITY

DEAN
College of Arts and Sciences

Ohio University invites applications and nominations for the position of Dean of the College of Arts and Sciences.

Institution and Setting

Ohio University, a comprehensive state-assisted university classified by the Carnegie Foundation as a Doctoral/Research University - Extensive, enrolls over 19,500 students on the Athens campus and 7,500 on five regional campuses. The main 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.ohio.edu>

College and Position Description

The College of Arts and Sciences is the largest college in the university with over 400 full time faculty in 19 Departments and 15 interdisciplinary units. The College offers over 75 undergraduate, 25 masters and 11 doctoral programs encompassing the biological, mathematical, and physical sciences; humanities, and social sciences. The College has over 4,900 undergraduate students and approximately 750 graduate students. Additional information can be found at the college website: <http://www.cas.ohiou.edu/>

The Dean is to provide leadership for the College and be committed to excellence in teaching, research, scholarship and service. The Dean is responsible for developing and administering degree programs, promoting research, scholarship and faculty professional development, planning budgets, leading fundraising efforts and alumni relations and representing the College to all of its constituencies. The Dean is the principal advocate for the liberal arts in the university.

Qualifications

Candidates must have an earned doctorate in one of the College's disciplines and have a notable background of teaching, research, and scholarship appropriate to a tenured appointment at the rank of Full Professor in one of the departments within the college. Candidates should have significant administrative experience and experience in fundraising and alumni relations, securing external funding and working with external partners. Candidates must also have a demonstrable record reflecting an understanding of, and commitment to, the educational and cultural needs of diverse populations. Starting date will be on or before **July 1, 2006**.

Application Process

Each applicant must submit a comprehensive curriculum vitae or résumé, names and contact information for at least five references, and a cover letter discussing background and qualifications for the dean's position as articulated in this announcement. Review of applications will begin **January 20, 2006** and continue until the position is filled. Send applications, materials and nominations to:

Professor Thomas H. Carpenter, Chair
Charles J. Ping Professor of Humanities
c/o Office of the Provost
310 Cutler Hall
Ohio University
Athens, OH 45701-2979
Email: carpentt@ohio.edu

Electronic Submissions are encouraged:
asdeansearch@ohio.edu

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

Update CCAS Membership Information As It Happens

The 2005-2006 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 stamp "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 don't wait until the 2006-2007 Membership Directory information forms are sent out in the spring. 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 this 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 2006-2007 Membership Directory, please respond to the decanal information confirmation forms that you will receive well before the deadline.

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

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 from Adobe's website: <http://www.adobe.com/>

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 and has been removed from the registration information. As soon as you fax your registration materials to CCAS, please make your travel arrangements. That way you can get the best price for airfare and a rental car (if required) and reserve a room at the venue hotel at the discounted rates CCAS provides for its attendees. ○

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. 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!○

**Mark your calendars for the
CCAS 2006 Annual Meeting
in Partnership with
ICFAD
(International Council of Fine Arts Deans)
Boston, MA
November 8 through 11
Boston Marriott Copley Place Hotel**



Take a closer look at

Governors State University

Dean College of Arts and Sciences

Applications and nominations are invited for the position of Dean of the College of Arts and Sciences at Governors State University. Reporting directly to the Provost/Vice President for Academic Affairs, the Dean provides academic leadership for the College, overseeing the development and implementation of academic programs, and reviewing and refining existing programs, with the goal of maintaining academically excellent curricula and quality instruction, promoting scholarship and engagement through service and exchange. The Office of the Dean provides academic and administrative coordination; budget management and analysis; coordination and supervision of international education programs including international exchange, language and cultural programs; web based academic and administrative management support; and research, development and grant support. The Dean, as chief academic and administrative officer of the College, is responsible for day-to-day operation of the College of Arts and Sciences which includes two division chairpersons, thirteen support staff, forty-three tenured/tenure-track faculty, fifteen full-time lecturers, and approximately forty-one part-time faculty, teaching more than nine-hundred graduate and undergraduate students.

Minimum Qualifications: Earned terminal degree and level of academic achievement warranting a senior-level appointment in the College; record of sustained scholarship/creative activity, college or university teaching, and professional service; collaborative leadership in academic administration working across multiple disciplines; demonstrated professional commitment to diversity and multi-cultural concerns; demonstrated managerial experience in complex organizations; ability to manage and supervise in a negotiated, multi-contract environment; academic qualifications commensurate with appointment as a tenured full professor in an arts or sciences discipline are required. Applications should include a letter of interest, a curriculum vitae, and the names and contact information of five references. Review of applications and nominations will begin immediately and continue until the position is filled. Applications and nominations should be sent to:

**Michael Wortham, Coordinator
Dean of the College of Arts and Sciences Search Committee
Office of the President; Governors State University
University Park, IL 60466.**

For more information about the university, please visit our web site at:
www.govst.edu/hr

Call for Proposals

CCAS Annual Meeting - 2006

The 2006 annual meeting of the Council of Colleges of Arts and Sciences will be held from November 8 through 11 at the Boston Marriott Copley Place Hotel. I hope you will attend. I am writing now to encourage you to take an active role in the program by proposing topics for sessions and by offering to be among the session organizers and presenters.

This year's gathering in Boston is particularly exciting because we will be holding a joint meeting with our colleagues from the International Council of Fine Arts Deans (ICFAD). In addition to creating several panels that focus on arts issues, the CCAS Program Committee is collaborating with ICFAD representatives to formulate case studies and select a luncheon speaker of mutual interest. And CCAS members will be invited to participate in both an ICFAD pre-conference workshop and an off-site tour of an arts facility in the Boston area. Thus the upcoming annual meeting promises to be particularly enriching for those of us who have fine arts programs in our colleges.

However, in addition to this year's special arts emphasis we will continue our longstanding tradition of presenting programming through which CCAS deans share experiences and expertise that they believe will be beneficial to other deans. Thus I encourage you to submit proposals along these lines. These should include topics of interest to deans from all sizes (smaller to larger) and types (private and public) of colleges and universities. Some topics are perennial favorites; others undoubtedly will be suggested in the evaluations from the 2005 meeting. However, we need your ideas, too.

Please, if you propose to organize a session, do so with the understanding that this is a commitment on your part to work actively with the Program Chair and the Program Committee in recruiting participants and organizing the panel session. I encourage you, if you have an idea for a panel but are uncertain of who might wish to be a co-participant, to use the CCAS list serve to query other deans as to their interest. Remember too that presenters at the annual meeting should be CCAS deans (including, of course, assistant and associate deans) and are required to pay full registration.

If you are interested in submitting a proposal, you can email me at jgow@nebrwesleyan.edu and I will send you an electronic proposal form and answer any questions you might have. Proposal forms will also be forthcoming via regular post.

On behalf of the program committee, I thank you for your interest in shaping the 2006 Program. And I look forward to seeing you in Boston in November!

Sincerely,

Joe Gow
President-elect, CCAS
Chair, 2006 Program Committee
and

Provost and Dean of the College of Liberal Arts and Sciences
Nebraska Wesleyan University
5000 Saint Paul Avenue
Lincoln, NE 68504
(402) 465-2105



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! These seminars are filling up fast!!

March 15 to 17, 2006 in Williamsburg, Virginia
Deans and Development

March 18 & 19, 2006 in Williamsburg, Virginia
Fiscal Issues

Save-a-Date Reminder

November 8-11, 2006

Boston, Massachusetts

'06 CCAS Annual Meeting