



NEWSLETTER

Council of Colleges of Arts and Sciences

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Mary Hancock-Niemic, Editor

Pair of Popular CCAS Seminars Being Offered Again This July

The Dept. Chairs Seminar

by **Gerald Intemann**, Seminar Director
*Dean, College of Science and Mathematics
Towson University*

The 2006 CCAS Seminar for Department Chairs will be held in Chicago, Illinois, July 13-15. Chairing and leading academic departments at colleges and universities is becoming more and more complex and challenging as institutions face heightened calls for accountability and access, greater quality and efficiency, and changes in the role of faculty to promote student learning. This seminar will explore the many roles the department chair serves as leader, planner, manager, advocator, communicator, motivator, peacemaker, and problem solver. The seminar will include sessions dealing with such topics as academic leadership, conflict management, resource management, and the recruitment, retention and development of faculty. There will also be a session devoted to working with the dean and an always popular case studies session. For those seminar participants who are relatively new chairs, a special New Chairs' Workshop will be offered as part of the program.

The goals of the seminar are to provide some practical advice and guidance on the art of departmental administration and to help chairs gain new perspectives and a better appreciation of the challenges, opportunities, potential rewards and pitfalls associated with chairing an academic department. Through highly interactive sessions, a social hour, and several dining events, participants will have the opportunity to network with their fellow attendees, which will enable them to establish valuable contacts for the future.

The CCAS Chairs' Seminar is a great opportunity for new department chairs as well as experienced chairs, spanning the broad spectrum of arts and sciences, to come together in small group settings to explore and discuss many of the issues and challenging chairs are confronting on a daily basis at both small and large colleges and universities.

Registration will be limited to 40 in order to insure close interactions among the participants at all sessions.

The New Deans Seminar

by **Jay Harper**, Seminar Director
*Dean, Liberal Arts and Sciences
Rowan University*

OK, you've just been appointed as the new dean of the College of Arts and Sciences at Whatsamatter University. Because of the timing of your appointment, there are several tenure/reappointment contracts you need to review and the Provost wants them by the end of the week. The Vice President for Development wants to introduce you to your development officer and needs an analysis of the hot areas in your college that can attract donors. Your budget officer tells you one of your departments is running a deficit this fiscal year but promises to live within their budget next year. Your administrative assistant informs you that two secretarial staff within your office intend to take vacation time together leaving you shorthanded. This is your first week on the job and you are asking yourself why you wanted to be a dean. However, if you had attended the CCAS seminar for new deans, while you may not make the right decisions, you would have the confidence to make a decision and the skills to make your decisions work.

Two Seminars *continued on page 2*

In this issue

Country Springs Forward into Daylight Saving Time, But Arizona Does Not!	2
Meet Charles Kunz: New Student Assistant	2
CCAS 2006 Meeting Schedule	3
Changing of the Guard	3
CCAS Event Payment Policy	3
Why Wait for a Confirmation?	3

Two Seminars *continued from page 1*

The seminar is arranged so that new or recently appointed deans, associate deans and assistant deans spend time sharing and debating approaches to common problems. Sessions include discussion of case studies and hypothetical scenarios likely to be encountered by academic deans. All sessions are conducted through interactive dialogues with participants with extensive

references provided. The facilitators for this seminar are experienced arts and sciences deans who will comment on the topics and lead discussions. Since small-group discussions are critical to the seminar format, registration will be limited. The 2006 CCAS New Deans' Seminar will focus on a range of topics under the broad question, "The Art of College Administration."○

Meet Charles Kunz: New Student Assistant

Charles Kunz, a pre-law senior at Arizona State University with a minor in English Literature, is our newest (and most probably last) student assistant. He joined CCAS as of last February and has been handling the registration for several

seminars. Among his many duties he has been helping us sort through and pack years of materials to get ready for the move to the College of William and Mary this summer. So the next time you call the office, you may be greeted by Charles.○

Country Springs Forward into Daylight Saving Time, But Arizona Does Not!

It is that time of year again: Daylight Saving Time. As of April 2nd, the majority of the United States set their clocks forward one hour. However, Arizona is one of only two states that do **not** reset their time. This can be confusing when you are calling the CCAS office.

Every April, instead of going on Daylight Saving Time and continuing to be on Mountain time with the other states, Arizona's time stays the same. This means Arizona becomes aligned with the Pacific time zone when the rest of the country set their clocks ahead one hour.

Currently, Arizona is aligned with the Pacific time zone. This means office hours for the CCAS Office are now:

- 3 hours earlier than Eastern time
- 2 hours earlier than Central time
- Same time as Pacific time.

This unusual shifting of office hours in regard to the rest of the nation will cease once the CCAS Office is moved to the College of William and Mary

this summer. From that point on, the office hours will be aligned with the Eastern time zone that is on Daylight Saving Time.○

US Time Zones
(Continental Zones Only)

CCAS Office in Tempe, Arizona

Arizona does not go on Daylight Savings Time.

Summer: Same as Pacific Time.
Winter: Same as Mountain Time.

The CCAS Newsletter is published bi-monthly six times each year for its membership. CCAS membership is based on the **institution** and not the Dean or the individual College. If a Dean moves from a CCAS member institution to a non-member institution, the Dean must apply for CCAS membership for the new institution to continue CCAS membership benefits.

Membership Dues

No. of BA/BS Degrees Awarded	Dues
1 - 99	\$195.00
100 - 299	\$290.00
300 - 499	\$395.00
500 - 749	\$495.00
750+	\$595.00

The CCAS Staff

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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 2006 Meeting Schedule

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.○

Mark your calendars for the

CCAS 2006 Annual Meeting

in Partnership with ICFAD

(International Council of Fine Arts Deans)

November 8 - 11

Boston Marriott Copley Place Hotel

Boston, Massachusetts

Changing of the Guard

Kevin Corcoran, Professor and Chair, Psychology Dept., University of Cincinnati, to Dean, College of Arts and Sciences, Northern Kentucky University.

Scott A. Gordon, Acting Dean, Pott College of Science and Engineering, University of Southern Indiana, to Dean, Pott College of Science and Engineering, University of Southern Indiana.

Emile C. Netzhammer, Dean, College of Arts and Sciences, State University of New York College at Buffalo to Provost, Keene State College.

Marty Schimpf, Interim Dean, College of Arts and Sciences, Boise State University, to Dean, College of Arts and Sciences, Boise State University.

Kumble Subbaswamy, Dean, College of Arts and Sciences, Indiana University, to Provost, University of Kentucky.

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.○

CCAS Event Payment Policy

When you plan to attend a CCAS seminar, workshop or Annual Meeting, it is not necessary to include payment with your registration. Because CCAS **does not accept credit cards or institution payment cards**, registration fees must be processed the old fashioned way following 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.○

Why Wait for a Confirmation?

Most seminars and workshops sponsored by CCAS during the year are limited to a specific number of attendees. When the event is filled, you will be put on a waiting list; but there is no guarantee you will be able to attend. So if you make travel arrangements *before* getting a faxed confirmation from the CCAS Secretariat Office, you may find the seminar or workshop is full and you have been put on a waiting list instead. 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. As soon as you receive the preliminary program and registration forms this August and decide to attend, fax your registration materials to CCAS and immediately make your hotel reservations at the Boston Marriott Copley Place Hotel. Then plan your travel arrangements so you can get the best price available for your airfare or other travel accommodations.○



Council of
Colleges of Arts
and Sciences

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Sign up now!

These seminars are filling up fast!

July 13-15, 2006 in Chicago, Illinois

Dept. Chairs Seminar



July 16-19, 2006 in Chicago, Illinois

New Deans Seminar