

FOR MORE INFORMATION, PLEASE CONTACT:

SEMINARS for DEPARTMENT CHAIRS

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“I found this seminar to be illuminating. It really should be a requirement for all new chairs. The seminar was both sobering and exhilarating. It stimulated and strengthened me for meeting the challenges ahead.”

Comments from previous participants:

“I would recommend this seminar to any and all chairs.” ¶ “Great balance of presentation and discussion.” ¶ “I found this seminar to be illuminating. It really should be a requirement for all new chairs. The seminar was both sobering and exhilarating. It stimulated and strengthened me for meeting the challenges ahead.” ¶ “Very inspiring. I return to my campus with much more confidence and insight.” ¶ “Social hours & opportunities to exchange information one-on-one and in small groups were invaluable, not just for commiseration/venting but especially for the suggestions and new perspectives.”

CCAS

SEMINARS for DEPARTMENT CHAIRS

»July 9-11, 2009

Loews Denver Hotel
Denver, Colorado

»October 8-10, 2009

Bahia Resort Hotel
San Diego, California

»February 25-27, 2010

Embassy Suites
Alexandria, Virginia

CCAS SEMINARS for DEPARTMENT CHAIRS

» REGISTRATION **Denver**

The Seminar is open to chairs/heads at accredited baccalaureate degree-granting CCAS member institutions. Due to space limitations, **no more than TWO chairs from the same institution** will be admitted. **The first 40 registration requests will be accepted; additional requests will be wait-listed in order of receipt.**

Registration Fee: \$500. Includes seminar materials, two social hours, breakfast and lunch on Friday, breakfast on Saturday, and refreshment breaks.

Please note: Registration is likely to fill well before these cut-off dates.

Registration Deadline **June 19**
Payment must be received by this date.

Cancellation Policy For written cancellations received in the CCAS office by 5:00 p.m. EST on **July 2**, CCAS will refund the registration fee, less a \$50 administrative fee. After July 2 no refunds will be granted.

San Diego

September 25
Payment must be received by this date.

For written cancellations received in the CCAS office by 5:00 p.m. EST on **October 1**, CCAS will refund the registration fee, less a \$50 administrative fee. After October 1 no refunds will be granted.

Alexandria

February 8
Payment must be received by this date.

For written cancellations received in the CCAS office by 5:00 p.m. EST on **February 17**, CCAS will refund the registration fee, less a \$50 administrative fee. After that date, no refunds will be granted.

» TRAVEL PLANS

All these cities have a plethora of attractions. **Participants from previous seminars have said that they wished they had added an extra day to explore before or after the seminar.** The hotels have extended the group rate for several days on either side of the event, on a space-available basis. You are urged to make your hotel reservations (see below) after receiving confirmation of registration, or in no case later than the reservation deadline.

Flights are into Denver International Airport (DEN).

Flights are into San Diego International Airport (SAN).

Flights are into Reagan Wash. Nat'l Airport (DCA) or Wash. Dulles Internat'l (IAD). Some Amtrak routes stop at King Station, across from the hotel.

» HOTEL INFORMATION

Loews Denver
4150 East Mississippi Ave.,
Denver CO 80246
1-303-758-6542
Rate: \$145 single/double plus tax

Bahia Resort Hotel, San Diego
998 West Mission Bay Drive, San Diego CA 92109
1-800-576-4229
Rate: \$179 single/double plus tax

Embassy Suites Alexandria Old Town, Virginia
1900 Diagonal Road
Alexandria VA 22314
1-703-758-6542
Rate: \$149 single; \$169 double plus tax

Reservation Deadline **June 19**
To Make Reservations Call 1-800-345-9172 and ask for the group rate for the Council of Colleges of Arts & Sciences.

September 10
<https://shop.evanshotels.com/cas1007b09.html> or call 1-800-576-4229 and ask for the group rate for the CCAS Department Chairs Seminar.

February 5
<http://embassysuites.hilton.com/en/es/groups/personalized/WASOTES-CCA-20100224/index.jhtml> Or call 1-800-EMBASSY and ask for the group rate for CCAS.

» PRELIMINARY PROGRAM

THURSDAY

3:00 - 5:30 pm

Seminar Registration

4:00 - 5:30 pm

Workshop for New Chairs or Workshop for Continuing Chairs

6:00 - 7:00 pm

Social Hour
Dinner on your own

FRIDAY

7:30 - 8:30 am

Breakfast and Seminar Overview

8:30 am - 12 noon

Resource Management
Recruitment, Retention, and Development of Faculty

12 noon - 2:00 pm

Luncheon with Discussion Topics

2:00 - 5:30 pm

Conflict Management
The Chair as Academic Leader

6:00 - 7:00 pm

Social Hour
Dinner on your own

SATURDAY

7:30 - 8:30 am

Continental Breakfast

8:30 - 10:30 am

Case Studies

11:00 am - 12 noon

Working with Deans, Seminar Evaluation, and Q&A

» OVERVIEW

The CCAS SEMINAR FOR DEPARTMENT CHAIRS provides a forum in which chairs—new and experienced—can examine the art of departmental administration through close interaction with colleagues from multiple disciplines and from institutions around the country. Presentations by experienced department chairs will focus upon actual techniques that chairs use, as well as ideal models of administration. Group discussion is critical to the seminar format. Registration, therefore, is limited to 40 participants. Two social hours, breakfast and lunch on the second day, and continental breakfast on the third day will facilitate interchange among participants. All banquet functions are included in the registration fee.

» SEMINAR FACULTY



Seminar Director:
Vicki Golich, Dean
College of Arts & Sciences
California State University, San Marcos



Seminar Co-Director:
Kevin D. McCaul, Dean
College of Science & Mathematics
North Dakota State University

» FACILITATORS

John "Jack" Burke
Chair of Music & Theatre, Monmouth University

Bernadette Donovan-Merket
Chair of Chemistry, University of North Carolina at Charlotte

Emily Haddad
Chair of English, University of South Dakota

Samuel A. Moseley
Chair of Political Science and Criminal Justice, North Carolina A&T State University