



THE COUNCIL OF
INDEPENDENT COLLEGES

SEVENTH ANNUAL

2008 Workshops for Department and Division Chairs

ADVANCING THE DEPARTMENT



April 4–5
Portland, OR



May 20–22
Atlanta, GA



May 28–30
Chicago, IL



June 3–5
Albany, NY



SEVENTH ANNUAL

2008 Workshops for Department and Division Chairs

CIC expresses acknowledgement and appreciation for the continuing support of Academic Search, Inc. and RPA Inc.

Academic Search, Inc. is an executive search firm serving the chief executive officer and senior administrative officer search needs of American higher education for the past three decades. Academic Search is among the oldest and largest firms in the nation devoted exclusively to executive search in higher education. Having completed over 700 searches for presidents, chancellors, and senior administrators in colleges, universities, and higher education organizations, Academic Search is committed to strengthening leadership in higher education. Please visit the Academic Search website at www.academic-search.com.

RPA Inc. has nearly two decades of experience serving the executive recruitment and fundraising consulting needs of independent higher education. The firm's mission is to help CIC colleges and universities achieve their goals. Since 1988 RPA has assisted clients in recruiting exceptional senior professionals, creating comprehensive strategic plans, and developing the resources, systems, and processes to take their organizations into the future. Call 1-800-992-9277 or visit www.rpainc.org for more information.

Advancing the Department

Designed especially for chairs of departments and divisions at independent colleges and universities, the seventh annual workshops feature experts on some of the most significant issues that chairs confront in their work. The workshops offer opportunities to try practical applications of the topics presented and materials to guide participants upon their return to campus.

Workshop topics include:

- **Marketing the Department**
- **Using Data to Develop a Marketing Plan for the Department**
- **The Theory and Practice of Conflict Management**
- **Negotiating Skills**
- **Preventive Law**
- **Current Legal Issues for Department Chairs**
- **Working with the Chief Academic Officer**

WHO SHOULD ATTEND?

The workshops are designed to serve both experienced and new chairs of departments or divisions at independent colleges and universities. Campuses are encouraged to send several department chairs to the workshop so they may support one another in instituting change upon return to their campus. The workshops can, if a team attends, build stronger working relationships among institutional chairs. A single representative from an institution also would find the workshop helpful. Chief academic officers, deans, and associate deans who work closely with chairs would find the program beneficial and are welcome to attend.

Institutions may wish to send chairs to programs in different locations to gain the perspectives of different speakers on the same topic and learn from multiple approaches to the workshop topics. Registration is limited to chairs and other academic administrators at private colleges and universities.

Portland, Oregon



April 4–5



Kris Bartanen is academic vice president and dean of the university at the University of Puget Sound. She served seven years as chair of the communication and theatre arts department at the university prior to becoming associate academic dean and later vice president for student affairs. She is chair of the CIC Chief Academic Officers Task Force for 2008–2009.



Claudia DeVries Beversluis is provost at Calvin College where she began her academic career in 1990, first as a faculty member in the psychology department and later as dean for instruction. Prior to coming to Calvin, she served as a clinical psychologist specializing in child, adolescent, and family therapy. She is co-editor of *Community and Connection: Service Learning and Christian Higher Education* and is a 2007 CIC Department Chair Workshop leader.



Catherine R. Cook, CEO of Miller/Cook & Associates, Inc., has held a variety of academic roles during her more than two-decade career in higher education. She has served as a full-time faculty member, assistant dean for academic affairs, chief retention officer, director

of the freshman-year experience, and vice president for enrollment management. Cook's research interests include the sustained viability of special niche private colleges and universities as well as the design of revenue-based enrollment management systems.



Melinda W. Grier has served as general counsel of the University of Oregon since 1998. She worked for the Oregon University System beginning in 1977 as director of legal services and compliance officer. Grier was chosen president of the National Association

of College and University Attorneys for 2005–2006 and also has held other roles in the association, including treasurer. She is a frequent speaker on issues related to higher education and civil rights and authored a

chapter on “Risk Management and Liability Issues for Fraternal Organizations” in *The Administration of Fraternal Organizations on American Campuses: A Pattern for the New Millennium* by Dennis E. Gregory and Associates. In addition, she is an adjunct professor at the University of Oregon School of Law, teaching employment discrimination law.



Michael Williams is president of The Austen Group, a firm that has provided institutional research for more than 70 small colleges and universities in the areas of admissions, financial aid leveraging, program mix, and retention.

In his work with CIC, he has produced the Key Indicators Tool and the Financial Indicators Tool, which assist college and university presidents in analyzing the financial health of their institutions. He has served as a faculty member and chair of the English department at William Jewell College.

Atlanta, Georgia



May 20-22



E. Gail Gunnells heads her own law firm, E. Gail Gunnells, P.C., and practices in the area of technology and higher education law. Before entering private practice, she served as deputy chief legal advisor for the Georgia Institute of Technology Office of Legal Affairs for many years. She currently provides legal counsel to the University System of Georgia in the areas of technology and intellectual property. She is a frequent speaker and an active member of the National Association of College and University Attorneys.



Robert K. Holyer, provost of Presbyterian College, has also served as chief academic officer at Lyon College and Randolph-Macon College. Earlier in his career, he was chair of the department of religion at Converse College. He is a board member of the Wye Faculty Seminars and has served as a facilitator for the Educational Leadership Program at Troutbeck.



R. Christopher Qualls, dean of the faculty at Emory & Henry College, is a licensed clinical psychologist who has also served as a faculty member at Emory & Henry College, Radford University, and David Lipscomb University. He was the recipient of

the 2004 Excellence in Teaching Award from the General Board of Higher Education and Ministry of the United Methodist Church. He is a frequent presenter at the Southeastern Psychological Association's annual meeting and makes presentations at community events.



Robert Sevier, senior vice president, strategy, at Stamats, Inc., oversees the organization's research, consulting, and planning projects and personally assists dozens of colleges and universities with their branding, marketing, and strategic initiatives.

Sevier recently published his sixth book, *An Integrated Marketing Workbook for Colleges and Universities: A Step-by-Step Planning Guide*.



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the Key Indicators Tool and the Financial Indicators Tool, which assist college and university presidents in analyzing the financial health of their institutions. He has served as a faculty member and chair of the English department at William Jewell College.

Chicago, Illinois



May 28–30



Connie Bauer, provost and vice president for academic affairs at the University of St. Francis, previously served as vice president and dean for academic affairs at Saint Mary-of-the-Woods College for ten years and in various academic leadership positions for ten years at Antioch University. She is a consultant-evaluator for the Higher Learning Commission of the North Central Association and has led sessions at the CIC Workshop for New Chief Academic Officers.



Jane T. Jakoubek joined Monmouth College (IL) as vice president for academic affairs and dean of the faculty in 2006. Earlier she served in a comparable role at Hanover College for 11 years, during which the faculty developed a new curriculum and expanded study-abroad opportunities for students. She also has served as a professor of psychology and department head at Luther College. Her research areas include institutional change and the support of new faculty members. She is a frequent presenter at the CIC Institute for Chief Academic Officers.



David Mee is senior consultant and director of enrollment solutions for Performa Higher Education. His consulting work is based on 20 years of experience in enrollment management. Previously, he served as vice president for enrollment

management at Milligan College, overseeing undergraduate and graduate admissions as well as student success (retention programming). He has also served as director of admissions at Samford University and Houghton College. In his role at Performa Higher Education, Mee manages the firm's college enrollment consulting services.



Kathleen A. Rinehart is a partner and leads the education law practice for Whyte Hirschboeck Dudek, S.C. Her experience encompasses legal issues regarding evaluations, hiring and firing, and copyright and fair use. She serves as general counsel to

several colleges and universities. She has been a featured speaker at employment and human resources seminars and is a member of the board of directors of the National Association of College and University Attorneys.



Richard J. Sherry is dean of faculty growth and assessment at Bethel University where he supervises instructional evaluation, chairs the College Program Assessment Committee, and has primary oversight for development of the institutional

assessment plan. As a consultant, he has advised campuses on faculty evaluation programs and institutional assessment; he often makes presentations on these topics at conferences, including the 2007 Department and Division Chair Workshops. At Bethel, he initiated the *Department Chair Handbook*. Earlier in his career, he was chair of the division of English and communication arts at Asbury College.

Albany, New York



June 3–5



Andrea E. Chapdelaine, provost and vice president for academic affairs at Albright College, is a social psychologist who has conducted research on fairness in close relationships and interpersonal perception accuracy. Earlier in her career, she was a faculty member at Albright College, Trinity College (CT), and Wabash College. She serves on the national board of the Council of Undergraduate Research and as a facilitator of workshops on building and sustaining undergraduate research programs.



Virginia M. Coombs, provost and vice president for academic affairs at Keuka College, previously served as provost and vice chancellor for academic affairs at the University of Wisconsin-River Falls and vice president of academic affairs and dean of the college at Central College. She is a consultant evaluator for ACE's MIVER (Military Installation Voluntary Education Review) and has made presentations on the work of the chief academic officer for the American Conference of Academic Deans.



Thomas S. D'Antonio, founding partner of Ward Norris Heller & Reidy LLP, has particular expertise in the legal representation of institutions of higher learning. His higher education work involves, in addition to employment and discrimination defense, matters

involving tenure review and denial, tenure revocation and faculty separation, scientific and academic misconduct investigations, university governance, student discipline claims, and serious general liability matters. D'Antonio has been named for the past ten years to the roster of the Best Lawyers in America; he also is the recipient of the William E. McKnight Award for outstanding pro bono service.



John Lawlor is the founder and principal of The Lawlor Group (TLG), a full-service market research, brand management, and marketing communications firm that works almost exclusively with private education clients. Over the course

of 20 years, TLG has conducted extensive research with prospective and current students and parents, alumni, and others to better inform enrollment management

and institutional marketing strategies and tactics. Lawlor publishes *The Lawlor Review*, a highly regarded journal; *Lawlor Perspective*, a series of white papers for senior management and trustees; and an electronic newsletter, *Lawlor Focus*.



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Preliminary Schedule

for Workshops in Atlanta, Chicago, and Albany*

First Day

Noon–1:00 p.m.	Registration
1:00–2:00 p.m.	Issues Confronting Department Chairs
2:00–3:15 p.m.	Framework for Conflict Management
3:15–3:30 p.m.	Break
3:30–5:15 p.m.	Negotiating Skills
6:15 p.m.	Dine-Around Dinners

Second Day

8:00–9:15 a.m.	Breakfast Discussions
9:15–10:45 a.m.	Marketing the Department
10:45–11:00 a.m.	Break
11:00 a.m.–12:15 p.m.	Marketing the Department
12:15 p.m.–1:45 p.m.	Lunch on Your Own
1:45–3:00 p.m.	Using Data to Develop a Marketing Plan for the Department
3:00–3:15 p.m.	Break
3:15–5:00 p.m.	Preventive Law
5:00 p.m.	Dinner on Your Own

Third Day

8:00–9:15 a.m.	Breakfast Discussion Groups
9:15–10:15 a.m.	Working with the Chief Academic Officer
10:15–10:30 a.m.	Break
10:30–11:45 a.m.	Current Legal Issues
11:45 a.m.–Noon	Planning for the Return to Campus
Noon	Workshop Adjourns

** The Portland workshop will follow a concentrated format beginning at 7:45 a.m. on the first day and ending at 12:30 p.m. on the second day.*

Hotel Information

Portland, Oregon

April 4–5

The Benson Hotel

309 SW Broadway

Portland, OR 97205

Tel: (503) 228-2000 or (888) 523-6766

Fax: (503) 471-3921

Room Rate: \$145 single/double

Reservation deadline: March 3, 2008

To make reservations, call (503) 228-2000 and specify that you are attending the Council of Independent Colleges Workshop for Department Chairs. For detailed information regarding hotel amenities visit the hotel's website, www.bensonhotel.com.

Atlanta, Georgia

May 20–22

Atlanta Marriott Century Center

2000 Century Boulevard NE

Atlanta, GA 30345

Phone: (404) 325-0000

Fax: (404) 325-4920

Room rate: \$135 single/double

Reservation Deadline: April 28, 2008

To make reservations, call (404) 325-0000 and specify that you are attending the Council of Independent Colleges Workshop for Department Chairs. For detailed information regarding hotel amenities visit the hotel's website, www.marriott.com/ATLNE.

Hotel Information (cont'd)

Chicago, Illinois

May 28-30

The Renaissance Chicago North Shore Hotel

933 Skokie Boulevard

Northbrook, IL 60062

Phone: (847) 498-6500; (800) 468-3571

Fax: (847) 498-9558

Room Rate: \$99 single/double

Reservation Deadline: May 6, 2008

To make reservations, call (800) 463-3571 and specify that you are attending the Council of Independent Colleges Workshop for Department Chairs. You can also make reservations online at <http://cwp.marriott.com/chinb/cic/>. If you follow this link directly, CIC's special group rate will automatically be applied.

Albany, New York

June 3-5

Holiday Inn Express – Albany Downtown

300 Broadway

Albany, NY 12207

Phone: (518) 434-4111

Fax: (518) 432-5919

Room rate: \$119.95 single/double

Reservation Deadline: May 3, 2008

To make reservations, call (518) 434-4111 and specify that you are attending the Council of Independent Colleges Workshop for Department Chairs. For detailed information regarding hotel amenities, visit the hotel's website, www.hiexpress.com.

CANCELLATION POLICY

Refunds will be made in full (less a \$50 processing fee) for cancellations received more than ten business days prior to the workshop for which participants have registered. Refund requests received between five and ten business days of the start of the workshop incur a charge equal to 25 percent of the total registration fee. Requests received fewer than five business days prior to the start of the workshop are ineligible for a refund. Please send cancellation requests, in writing, to the attention of Leslie Rogers, CIC Conference Manager, by fax to (202) 466-7238 or by email to lrogers@cic.nche.edu. Registrations are transferable within an institution.



THE COUNCIL OF
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Registration is available online for the 2008 Workshops for Department and Division Chairs:
www.cic.edu/conference_events/workshop/teaching/2008Dept_Div.asp