

North American Association
of Summer Sessions

29th Annual Conference

November 20-23, 1992
Washington, D.C.

North American Association of Summer Sessions

29th Annual Conference Washington, D.C.

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NAASS STANDING COMMITTEES

Committee members are expected to attend the NAASS Standing Committee Meetings at 10:00 a.m. on Friday, November 20, and then accompany assigned partners to the New Summer Session Administrators' and Mentors' Luncheon at noon.

Conference Site Selection

Alton L. Taylor, Chairperson
Paul Aizley
Denis J. Cassivi
J. Calvin Leonard
David K. Miller
Theresa A. Neil
Helen B. Warren

Creative and Innovative Awards

James L. Murphy, Chairperson
Phyllis A. Barry
Peggy A. Berry
Kenneth R. Garren
Jerry M. Greiner
Selma Harwood
Louis R. Jensen
Rosemary W. Owens
Michele Wilson

Finance

Dori Beeks, Chairperson
Carole Cragg
E. J. (Bud) Houston
Patrick C. Runde
Karon Sturdivant
Alex R. Waugh

Membership

Michael U. Nelson, Chairperson
Sharon E. Alexander
Furney E. Brown, Jr.
Charles N. Kaufman
John R. Papinchak
Sybil P. Smith

Nominations and Elections

Thomas S. McLeRoy, Chairperson
Victor N. Kobayashi
Anita Webb-Lupo
Raymond C. Rapp
Donna Scarboro
Sybil P. Smith

Publications

Hazel W. Harris, Chairperson
Donna R. Bafundo
John E. Hess
Thomas B. McRoberts
Megs Shea
Dawn L. White
John T. Yantis

Research

Kathryn Gould Cullivan, Chairperson
M. Joanne (Jody) Fisher
Lee Golden
John H. Leffler
Rosa Redonnett
Harland E. Samson
Ronald L. Wasserstein
Joyce F. Williams-Green

NOTE: Any member interested in serving on one of these committees in 1993 should fill out the accompanying Committee Request Form and mail it as directed.

GENERAL INFORMATION

Conference Registration -- Complete the enclosed Conference Registration Form and submit it, along with the appropriate fees, *no later than November 6, 1992*. All fees paid, less \$20.00, are refundable if the registration is cancelled before November 9, 1992. The Basic Registration Fee includes: Saturday's Continental Breakfast, two refreshment breaks, the Regional Luncheon, and President Cudd's Evening Reception; Sunday's Creative Awards Breakfast, Banquet Reception, and Conference Banquet; and Monday's Breakfast Buffet.

Make checks payable to "The American University/NAASS" and mail them -- together with the Conference Registration Form -- to: NAASS Conference, Office of Summer Sessions, Asbury 309, The American University, Washington, D.C. 20016-8126.

Additional Tickets -- Additional tickets for spouses/guests are available for all non-meeting functions. The fees for these activities are on the next pages, under "Extracurricular Activities," and on the Conference Registration Form.

Multiple Institutional Registrations -- A reduced registration fee is available to any institution sending more than two people to the Conference. The first two attendees pay the Basic Registration Fee (\$205.00 for NAASS members or \$290.00 for non-NAASS members); all additional registrants from that institution will pay \$175.00 each. Please submit all registrations at the same time to ensure proper credit.

Hotel Reservations -- A reservation envelope has been included with your conference registration materials. *Please note that the final date for securing guaranteed hotel reservations is October 19, 1992.* You may also telephone in your reservation by calling 1-800-THE-OMNI (Omni Reservations) or calling the Omni Shoreham Hotel directly at 1-202-234-0700. Specify that you will be attending the NAASS Conference.

Hotel Parking -- Guest parking in the hotel garage is \$12.00 per day with unlimited exit/entry.

Transportation from Air Terminals to the Omni Shoreham Hotel -- If at all possible, arrange to fly into D.C. National Airport rather than Dulles or Baltimore-Washington International Airports. The distance and cost for ground transportation from the latter airports to our hotel is considerably greater than from National Airport. The following will give you an idea of the costs and even more complete information will be mailed to each registrant.

- o From D.C. National Airport: by taxi -- about \$10 per person, plus \$1.25 per additional passenger; by Metro (DC's wonderful and safe rapid transit system) -- \$1.65 during rush hour, \$1.00 otherwise.

GENERAL INFORMATION

o From Dulles International Airport: by taxi -- about \$35.00 per person, plus \$1.25 per additional passenger; by Washington Flyer Bus plus a required taxi connection -- about \$19.00.

o From Baltimore-Washington International Airport: by taxi -- about \$45.00 per person, plus \$1.25 per additional passenger; by Airport Connection Bus plus a required taxi connection -- about \$18.00.

o From Union Station: by taxi -- about \$9.00 per person, plus \$1.25 per additional passenger. By Metro -- \$1.10 during rush hour, \$1.00 otherwise.

Weather -- Late November in Washington can be gorgeous (sunny, in the 60s) or brutal (cold, wet, bleak, in the 30s). Bring a warm coat, gloves, scarf, hat, and umbrella to be on the safe side.

Restaurants and Attractions -- Washington is a great place for eating (cuisines from all over the world) as well as sightseeing. Comprehensive information about individually arranged tours, major tourist attractions, educational organizations (both public and private) headquartered in the District of Columbia, restaurants, shows, and music will be sent to each registrant well in advance of the conference. This packet will include telephone numbers for additional information and reservations, ticket prices, addresses, hours of operation, transportation in and around the city, etc.

EXTRACURRICULAR ACTIVITIES

Friday, November 20, 1992 -- 5:30 p.m.

**Candlelight Tour of Historic Old Alexandria ,
Dinner and Entertainment, and a
Tour of Washington's Monuments by Night**

Founded in 1749, Alexandria was the major port on the Potomac until the government decided to build the new national capital in what is now Washington, D.C. Despite its important neighbor across the river, Alexandria remained the area's major commercial center until well into the nineteenth century. Together with Mount Vernon and Williamsburg, Old Town Alexandria represents the colonial era urban communities of the region.

EXTRACURRICULAR ACTIVITIES

Comfortable coaches will pick you up at the Omni Shoreham, take you across the Potomac into Virginia, and drop you off for a candlelight walking tour of the most important sites in Old Town Alexandria -- escorted by guides garbed in authentic colonial dress. In case of inclement weather, you will make the tour on the buses. A warm coat and comfortable shoes are a must.

After the tour, you will enjoy some of the ethnic cuisine Washington offers -- a traditional and delicious Moroccan dinner: minced chicken, eggs, almonds, onions, and parsley baked in delicate phyllo pastry sprinkled with powdered sugar and cinnamon, a salad platter with five different offerings, tender chicken with lemon and olives, honey and nut dessert pastries, and mint tea. After dinner comes entertainment -- elegant belly-dancing.

To cap off the evening, on the return trip to the hotel you will be treated to a tour of Washington's marvelous illuminated monuments: the Capitol Building, Library of Congress, and Supreme Court; the Jefferson, Lincoln, and Washington memorials; Pennsylvania Avenue and the White House.

Cost: \$45.00 per person (includes transportation, tours, dinner, tax, and gratuity; does not include any alcoholic beverages or soft drinks).

NOTE: If you plan to attend this event, fill out the blue Special Event Reservation Request postcard and mail it no later than September 25, 1992, to guarantee your reservation. After October 1, reservations will be taken on a space-available basis only.

* * * * *

Sunday, November 22, 1992 -- 1:30-5:00 p.m.

Tour of Mount Vernon

Enjoy a comfortable ride across the Potomac and down the Mount Vernon Parkway to visit George Washington's home. Knowledgeable National Park Service guides, in period costume, will show you through the main house, which has been meticulously restored and filled with authentic furnishings from the wallpaper and draperies to the kitchen equipment. You will also see the mansion's outbuildings (kitchen, laundry, barns) and landscaping, including its beautiful perennial and herb garden and breathtaking lawn running down to the river's edge. A warm coat, comfortable shoes, gloves, scarf, hat, and umbrella are advisable.

Cost: \$20.00 (includes transportation and entry into Mount Vernon).

Other Things to Do

Conference registrants will be sent comprehensive information about cultural events in Washington, including theaters, music, shows, sports (e.g., Kennedy Center, National Theater, Ford's Theater). Registrants will also receive information about tours to places a bit removed from Washington, such as Monticello and Williamsburg.

EARLY BIRD EVENTS: Thursday, November 19

- Noon-5:00 p.m. **Early Bird Registration** Caucus Room
An opportunity for those early arriving members to get themselves registered and/or pick up their Conference registration packets.
- 1:30-5:30 p.m. **Shopping, Individual and Small Group Tours,
or Visits to National Associations' Headquarters**
Conference registrants will receive detailed information about: shopping in various parts of the metropolitan area (e.g., Old Post Office, Union Station, Georgetown, Tyson's Corner); how to arrange for individual or small group tours (e.g., hours of operation, ticket prices, transportation, telephone numbers for more information); and addresses and telephone numbers of organizations such as NEH, NEA, NSF, and House and Senate Education Committees.
- 6:00-7:00 p.m. **Early Bird Social Hour** President's Suite
NAASS President John Cudd will be "at home" to any and all who may wish to drop by, partake of some liquid refreshment, and engage in a little stimulating conversation. Members should ask in the Conference registration area (Caucus Room) the location of the President's suite.

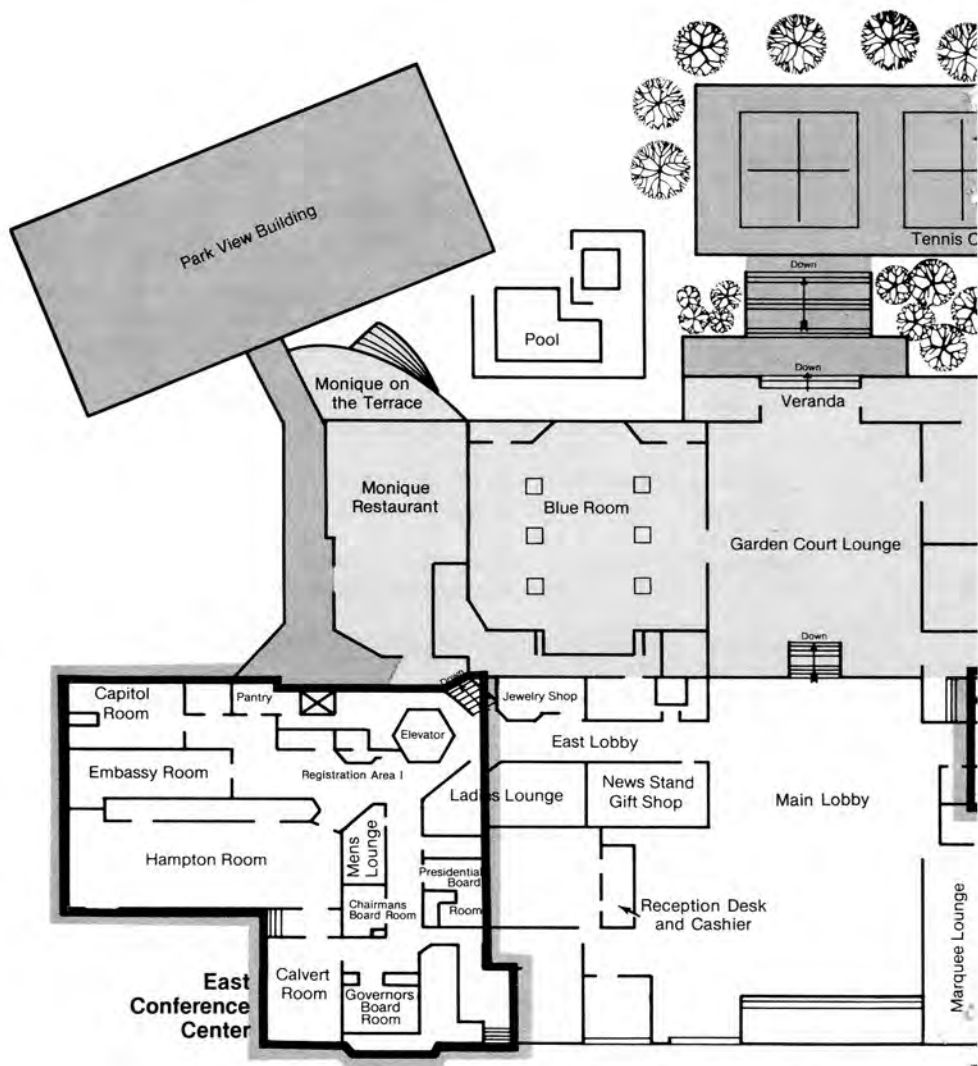
8:00 a.m.	REGISTRATION/HOSPITALITY ROOM OPEN	Caucus Room
9:00-11:30 a.m.	New Summer Session Administrators' Workshops -- Session I These workshops, one organized for private institutions and one for the public sector, are designed to cover topics of importance to the newer (two summers or less) summer administrator. Topics may include: the role of the summer session dean/director; planning and evaluation; financial management; scheduling and programming; marketing and advertising; reporting and analysis. Participants will be provided reference materials, along with an opportunity to discuss issues which will enhance their roles as academic leaders for the non-traditional, summer semester time frame. Enrollment limited.	
Private Sector:	Lee W. Kneerim, Coordinator Connecticut College	Capitol Room
Public Sector:	Neal A. Ferguson, Coordinator University of Nevada-Reno	Hampton Room
10:00-11:30 a.m.	NAASS STANDING COMMITTEE MEETINGS	
	Conference Site Selection Committee Alton L. Taylor, Chairperson University of Virginia	Chairman's Room
	Creative & Innovative Awards Committee James L. Murphy, Chairperson University of North Carolina-Chapel Hill	Room 363
	Finance Committee Dori Beeks, Chairperson Western Oregon State College	Room 463
	Publications Committee Hazel W. Harris, Chairperson Furman University	Room 663
	Research Committee Kathryn Gould Cullivan, Chairperson Bradley University	Room 763

- Noon-1:30 p.m. **New Summer Session Administrators' and Mentors' Luncheon** Garbo Room
Participants in the New Administrators' Workshops will be joined at luncheon by members of the NAASS Standing Committees and the NAASS Administrative Council.
Presiding: John F. Cudd, Jr., President of NAASS
- 1:45-4:00 p.m. **New Summer Session Administrators' Workshops - Session II**
- 1:45-4:00 p.m. **Administrative Council Meeting** Room 363
- 4:00-5:15 p.m. **Not-So-New Administrators' Roundtable** Executive Room
Have a problem? Have a solution? Did something work really well? Did one of your pet projects go down with all hands? Do you have a marketing secret that inevitably attracts hordes of crazed course-seekers to your campus? Would you like to hear how others deal with difficult deans - without recourse to a blunt instrument?
This session will be long on sharing and very short on organized presentation. The whole idea is to find out what others are doing, pick their brains for new ideas and solutions to the problems that are troubling you, tell about your own discoveries and successes, and develop the fellowship that comes from recognizing that we are more alike than different. To ensure that the session is really worthwhile, we will see that a few very experienced summer session directors are there. They know all the answers!
We will discuss whatever you want to talk about, but if there is something that you want to be sure gets on the agenda, send a note to James Brown at Lehigh. Join us. At the very least, someone can probably tell you where to get a really good blunt instrument.
Chair: James A. Brown, Lehigh University
Panelists: J. David Stewart, Ohio University
 K. Jil Warn, University of California-San Diego
 Jean C. Welch, Simmons College
Recorder: M. Joanne (Jody) Fisher, Loyola Marymount University
- 5:30 p.m. **Evening Entertainment**
Optional tour of historic Old Town Alexandria, dinner, and a tour of Washington's monuments by night (*see page 4 for details*). Buses will depart from the front entrance of the hotel.

FIRST DAY: Saturday, November 21

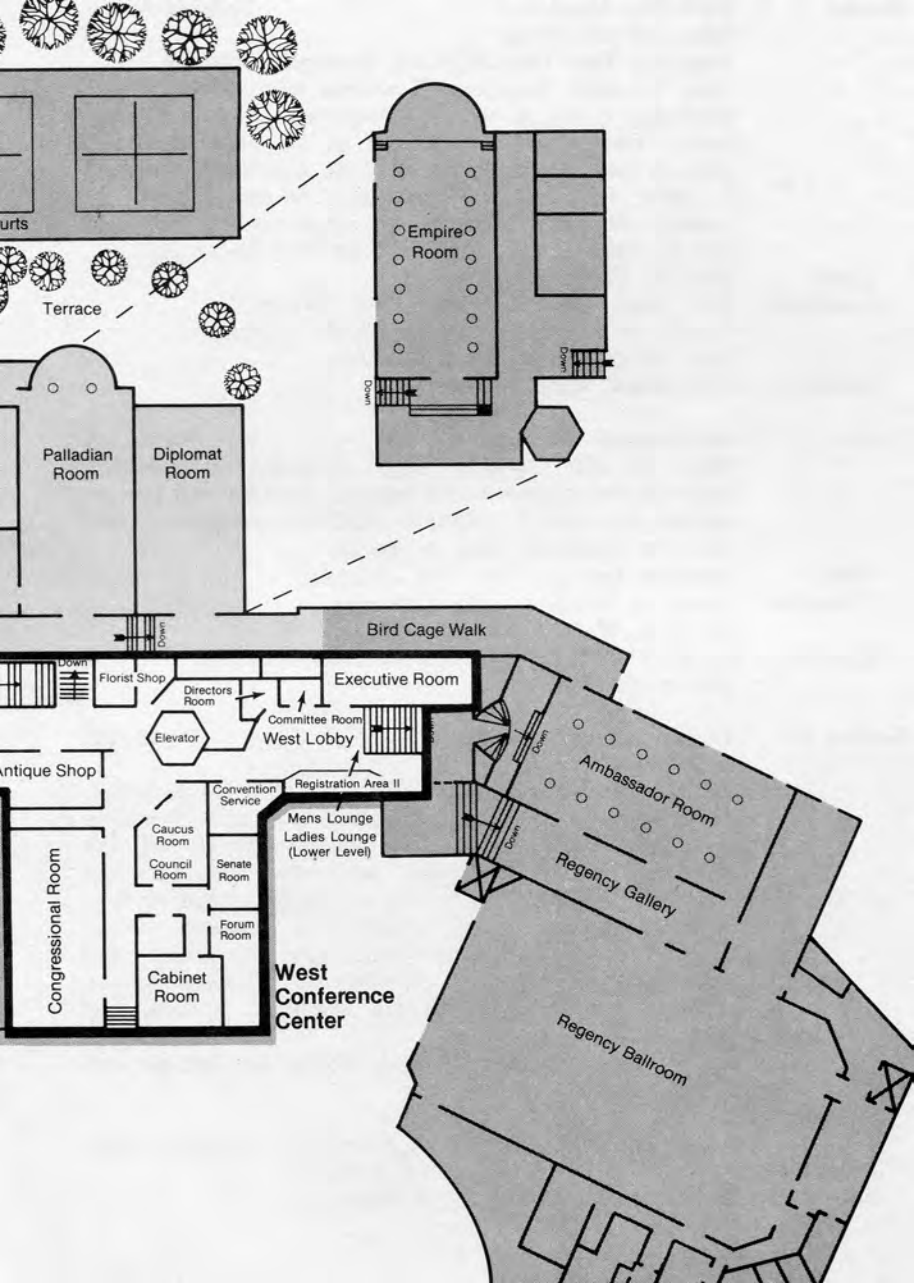
8:00 a.m.	REGISTRATION/HOSPITALITY ROOM OPEN	Caucus Room
8:00-8:30 a.m.	Continental Breakfast	Diplomat Foyer
8:45-9:45 a.m.	FIRST GENERAL SESSION "Those Were the Days" . . . A President's Reflections on Summer Sessions NAASS is especially honored to have Stephen Trachtenberg as a keynote speaker. In addition to being president of The George Washington University, one of our host institutions, he is also a former summer sessions director.	Diplomat Room
Presiding:	Donna Scarboro, The George Washington University	
Welcome:	John F. Cudd, Jr., President of NAASS North Carolina State University	
Conference Overview:	Nancy M. Tischler, Program Chairperson The Pennsylvania State University	
Speaker:	Stephen J. Trachtenberg, President The George Washington University	
Recorder:	Peggy A. Berry, Howard University	
9:45-10:15 a.m.	Refreshment Break	Diplomat Foyer
10:15-11:30 a.m.	CONCURRENT SESSIONS	
Session 1	Total Quality Management: Needs Assessment Strategies for Summer Sessions Administrators Colleges and universities all over the country are adopting, or adapting, Total Quality Management as their latest strategy for achieving excellence. As summer session administrators, we need to understand the philosophy of TQM and the possible impact on our operations. A specialist in the field will lead off with some background ideas and suggestions, and a summer session dean will respond with specific questions, opening the floor for general discussion.	Congressional Room
Chair:	Helen B. Warren, The Pennsylvania State University	
Presenter:	Louise Sandmeyer, Director of Continuous Quality Improvement, The Pennsylvania State University	
Respondent:	Thomas S. McLeRoy, University of Wisconsin-Whitewater	
Recorder:	Rona J. Ackerman, SUNY-College at New Paltz	

HOTEL MEETING-BANQUET FACILITIES



Executive Conference Rooms

Roosevelt Boardroom	163	Johnson Boardroom	463
Truman Boardroom	179	Nixon Boardroom	663
Eisenhower Boardroom	263	Ford Boardroom	763
Kennedy Boardroom	363	Carter Boardroom	863



Courts

Terrace

Palladian Room

Diplomat Room

Empire Room

Down

Down

Bird Cage Walk

Florist Shop

Directors Room

Executive Room

Elevator

Committee Room

West Lobby

Antique Shop

Convention Service

Registration Area II

Mens Lounge

Ladies Lounge (Lower Level)

Down

Ambassador Room

Congressional Room

Caucus Room

Council Room

Senate Room

Forum Room

Cabinet Room

West Conference Center

Regency Gallery

Regency Ballroom

Down

FIRST DAY: Saturday, November 21

- Session 2** **Marketing Panel --** Embassy Room
Strategies and Plans:
Targeting Your Own Students, Developing Mailing Lists, Tracking Responses, Low-Cost Advertising
Marketing is one of the most important tasks of summer session management -- and one of the most significant parts of our budgets. In times of fiscal restraint, we need to make sure that our advertising is cost-effective, by knowing the best techniques for promoting our programs and the various techniques used for tracking results.
- Chair: Gary W. Penders, UCLA
Presenters: Dori Beeks, Western Oregon State College
R. Clinton Parker, Appalachian State University
Jane Schoenfeld, Brandeis University
Recorder: Pam Brown, Ohio University
- Session 3** **International Programs** Room 163
Many of our members offer impressive international programs for students in the summer. Panelists will provide models of successful programs, details of management, and ideas for developing such programs.
- Chair: Jonathan Lipman, New York University
Presenters: Bonnie J. Newman, Tufts University
Calvin L. Ward, Duke University
Recorder: Margaret F. Gordon, California State University-Dominguez Hills
- Session 4** **The Impact of Year-Round Schools** Room 263
on Summer Sessions
John Hough (a former president of NAASS) is now principal of a year-round school, funded as part of a \$3 million grant from the R. J. Reynolds Foundation. He will tell about the ways school systems are moving away from the agriculturally based calendar toward the year-round model.
- Ray Rapp will respond by leading a discussion on the impact year-round schools would have on college and university summer sessions, especially as they affect teacher institutes, classes for certification and re-certification, and programs for youth.
- Chair: Joyce F. Williams-Green, Virginia Polytechnic Institute and State University
Presenter: John M. Hough, Jr., Principal
Park View Elementary School, Mooresville, North Carolina
Respondent: Raymond C. Rapp, Mars Hill College
Recorder: Lee Golden, University of Portland

FIRST DAY: Saturday, November 21

Noon-1:30 p.m. **REGIONAL LUNCHEONS**

Middle States Region Calvert Room
Members from Delaware, District of Columbia, Maryland, New Jersey, Pennsylvania, Virginia, and West Virginia.
Presiding: Regional Vice President John R. Papinchak.

North Central Region Room 663
Members from Illinois, Indiana, Iowa, Kansas, Kentucky, Manitoba, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin.
Presiding: Regional Vice President Charles N. Kaufman.

Northeastern Region Congressional Room
Members from Connecticut, Maine, Massachusetts, New Brunswick, New Hampshire, New York, Newfoundland, Nova Scotia, Ontario, Prince Edward Island, Quebec, Rhode Island, and Vermont.
Presiding: Regional Vice President Sybil P. Smith.

Southern Region Embassy Room
Members from Alabama, Arkansas, Distrito Federal (Mexico), Florida, Georgia, Louisiana, Mississippi, North Carolina, Oklahoma, Puebla (Mexico), Puerto Rico, South Carolina, Tennessee, Texas, and the Virgin Islands.
Presiding: Regional Vice President Furney E. Brown, Jr.

Western Region Room 763
Members from Alaska, Alberta, Arizona, British Columbia, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Saskatchewan, Utah, Washington, and Wyoming.
Presiding: Regional Vice President Sharon E. Alexander.

1:45-2:45 p.m. **SECOND GENERAL SESSION** Diplomat Room
Assessing Summer Programs

Assessment is apparently going to be the key to assuring quality and justifying expenditures in a tough economic climate. We are delighted to have as our presenter one of the best known specialists on academic assessment in the country.

Chair: Valerie French, The American University
Speaker: Pat Hutchings, Project Director - The Teaching Initiative American Association for Higher Education
Recorder: Marion Lois Huffines, Bucknell University

FIRST DAY: Saturday, November 21

2:45-3:15 p.m. **Refreshment Break** Diplomat Foyer

3:15-4:30 p.m. **CONCURRENT SESSIONS**

Session 5 **Feedback with Pat Hutchings** Room 163
In this small, interactive session, administrators will have a chance to ask questions and follow up on the issues raised in the preceding presentation.

Chair: Anita Webb-Lupo, Illinois State University

Recorder: Joyce Lawlor, St. John's University

Session 6 **Preparing Annual Reports: Purposes, Audiences, Strategies, Effective Use of Data from the NAASS *Annual Statistical Report*** Room 263

New administrators may find the preparation of annual reports a real challenge. This session is designed primarily for you. Yet even more experienced administrators will glean new information from this session, which features some seasoned summer session directors talking about the uses of data provided by NAASS and other national organizations.

Chair: Anita D. McDonald, University of Arizona

Presenters: E. J. (Bud) Houston, University of Akron
Roger A. Swanson, University of Wisconsin-River Falls
Alton L. Taylor, University of Virginia

Recorder: Rosa Redonnett, University of Southern Maine

Session 7 **Teacher Programs** Embassy Room
Summer has been a traditional time for providing special programs for teachers in the public school systems. Some innovative and successful programs will be the features of this discussion section.

Chair: Jack K. Johnson, University of Minnesota, Twin Cities

Presenters: Richard C. Lee, University of Wisconsin-Whitewater
Richard D. Moe, Pacific Lutheran University
Joanne Walker, Lehigh University

Recorder: Jorge A. Thomas, New Mexico Highlands University

FIRST DAY: Saturday, November 21

- 3:15-4:30 p.m. **CONCURRENT SESSIONS**
- Session 8** **Salary Issues:** Congressional Room
A Roundtable Discussion
Faculty, research deans, and summer session directors may have different views on salary issues. This panel promises to provide a lively discussion of some of the viewpoints and concerns of the different people.
- Chair: Suzanne Crawford, Bowling Green State University
Panelists: Leslie J. (Les) Coyne, Indiana University
 Richard L. Lorenzen, University of Washington
Recorder: Jeanne Simpson, Eastern Illinois University
- 5:30-7:00 p.m. **PRESIDENT'S RECEPTION** Palladian Room
- 7:00 p.m. **DINNER ON YOUR OWN**
A list of recommended restaurants has been included in your registration packet.

SECOND DAY: Sunday, November 22

8:00 a.m. **REGISTRATION/HOSPITALITY** Caucus Room
ROOM OPEN

8:30-9:45 a.m. **CREATIVE AWARDS BREAKFAST** Diplomat Room
Presentation of awards for those programs judged by the Creative and Innovative Awards Committee to be the best in each of following three categories of competition:

- (1) Credit Programs
- (2) Non-credit Programs
- (3) Administrative Programs

Presiding: John F. Cudd, Jr., North Carolina State University
 President of NAASS

Presenter: James L. Murphy, University of North Carolina-Chapel Hill
 Chairperson, Creative and Innovative Awards Committee

10:00-11:15 a.m. **CONCURRENT PANELS**

Panel 1 **The Catalog Clinic** Hampton Room

This clinic is always a highlight of the Annual Conference. It features practical tips and techniques for catalog construction and production. Panelists illustrate their points by examining and highlighting catalogs submitted by the membership.

Panelists: Donna R. Bafundo, George Mason University
 Donna Scarboro, The George Washington University
 Donnell G. Mueller, SUNY at Buffalo

Recorder: Janet Roehl, Eastern New Mexico University

Panel 2 **Research Forum** Capitol Room

This is a new feature, a chance to hear the latest research of our members being discussed. The Research Committee has chosen a few examples for presentation -- for the information they contain and for the models they may provide for others interested in undertaking research of their own.

Topic 1: Differentiating target populations for various types of advertising and tracking return on dollars spent. The study is already in progress. Study methods used and results will be reported upon.

Topic 2: Differences in learning outcomes between short sessions and regular semesters. Control of content and presentation of course material is monitored by faculty participants.

10:00-11:15 a.m. CONCURRENT PANELS

- Panel 2** **Research Forum . . . continued** Capitol Room
Topic 3: Student surveys and existing data analysis to determine who attends summer term, why they attend, and whether attendance in summer has an impact on the total amount of time students spend at Boston University.
- Chair: Harland E. Samson, University of Wisconsin-Madison
Presenters: Suzanne Crawford, Bowling Green State University
Kathryn Gould Cullivan, Bradley University
Sybil P. Smith, Boston University
- Recorder: Roger B. McCannon, University of Minnesota, Duluth

11:30-12:30 p.m. CONCURRENT SESSIONS

- Session 9** **Follow-up on The Catalog Clinic:** Hampton Room
Basic Design and Layout
A professional graphic design team with extensive institutional experience will present an overview of the nuts-and-bolts of catalog development. Topics will include good design and layout, effective use of type and color, and presentation & integration of thematic focus. Concrete examples will be shown of how to transform a bland page into a lively page, all the while staying within a limited budget.
- Chair: Sybil P. Smith, Boston University
Panelists: Chris Triebert and Carol Ross, Triebert-Ross Design
Recorder: Quentin P. Currie, East Stroudsburg University
- Session 10** **Pre-College Summer Programs** Cabinet Room
Panelists will present model summer programs designed to expose students to educational and career opportunities, provide access and support for academically under-prepared traditional and non-traditional students, and help college-bound students with a disability to prepare for their college experience.
- Chair: Joan M. Donnelly, Keene State College
Panelists: Marshall Mitchell, Washington State University
Thomas M. O'Shea, Syracuse University
J. L. Peter Ward, Mount Union College
- Recorder: Ronald L. Wasserstein, Washburn University of Topeka

11:30-12:30 p.m. CONCURRENT SESSIONS**Session 11 *Effects of the New Americans with Disabilities Act on Summer Sessions* Executive Room**

The new *Americans with Disabilities Act* is one of the most far-reaching pieces of legislation to come out of Washington in recent years. We are especially fortunate to have as our speaker a specialist from The George Washington University, who is a thoughtful and knowledgeable expert on obligations and opportunities implied by the act.

Chair: Jo Linder-Crow, Gallaudet University

Presenter: Christy Willis, Coordinator for Disabled Students Services
The George Washington University

Panelists: Students from The George Washington University

Recorder: John H. Leffler, Montclair State College

Session 12 *Hurdles Facing New Administrators . . . or* Congressional Room***Questions You Forgot to Ask***

One year (or more) into administration, some of our summer session administrators find themselves less naive and far wiser. A few of the newer directors have agreed to share stories and insights with the rest of us.

Chair: J. David Stewart, Ohio University

Leaders: Denis J. Cassivi, University College of Cape Breton

E. Kimball Milling, Ithaca College

Jane Schoenfeld, Brandeis University

Recorder: Judy F. Hirschman, Kent State University

12:30 p.m. LUNCH AND AFTERNOON ON YOUR OWN**1:30 p.m. OPTIONAL TOUR TO MOUNT VERNON
(See "Extracurricular Activities" on page 5.)****7:00-8:00 p.m. BANQUET RECEPTION Garden Court****8:00 p.m. CONFERENCE BANQUET Blue Room**

Special presentations are to be made and entertainment will be provided by the Howard University Gospel Choir. After the banquet, night owls can gather and travel in groups to local bistros. Others may opt for after-dinner drinks and coffee in the Garden Court. And, yet, still others . . .

Presiding: John F. Cudd, Jr., President of NAASS

THIRD DAY: Monday, November 23

- 8:00-8:30 a.m. **BREAKFAST BUFFET** Diplomat Room
- 8:30-9:15 a.m. **ANNUAL BUSINESS MEETING** Diplomat Room
Committee reports are delivered, new and old business will be addressed, and the 1993 budget is to be adopted.
- Presiding: John F. Cudd, Jr., President of NAASS
Reporting: Dori Beeks, Treasurer of NAASS
Alton L. Taylor, Chairperson - Conference Site Selection Committee
Michael U. Nelson, Chairperson - Membership Committee
Thomas S. McLeRoy, Chairperson - Nominations and Elections Committee
Hazel W. Harris, Chairperson - Publications Committee
Kathryn Gould Cullivan, Chairperson - Research Committee
- Recorder: Michael U. Nelson, Executive Secretary of NAASS
- 9:30-10:45 a.m. **CONCURRENT ROUNDTABLES WITH LOCAL LEADERS**
- Roundtable 1 Grants Roundtable** Congressional Room
An opportunity to have an informal discussion with representatives of some of the granting agencies headquartered in Washington, D.C.
- Chair: R. Clinton Parker, Appalachian State University
Recorder: Jane S. Norton, Seton Hall University
- Roundtable 2 Cultural Resources Located** Executive Room
in Washington, D.C.
Few cities have the riches of Washington, D.C., in the arts. Some of those resources could prove useful to administrators or may suggest local resources which could be used to enhance their own summer programs. This roundtable will provide an opportunity to meet some arts administrators and to discuss possibilities for program development.
- Chair: Melvin Bernstein, University of Maryland-College Park
Recorder: Sherry L. Volk, Dominican College of San Rafael
- 11:00 a.m.-noon **COFFEE & DANISH WITH VISITORS** Garden Court
FROM THE TWO ROUNDTABLES
- 12:00 noon **29TH ANNUAL CONFERENCE ADJOURNS**
- 12:30-2:00 p.m. **Administrative Council Meeting** Chairman's Room
- 1:00-4:00 p.m. **North Central Conference on** Presidential Room
Summer Schools Board of Directors Meeting

NAASS ADMINISTRATIVE COUNCIL

President

John F. Cudd, Jr.
North Carolina State University

Northeastern Regional Vice President

Sybil P. Smith
Boston University

President-Elect

Nancy M. Tischler
The Pennsylvania State University

Southern Regional Vice President

Furney E. Brown, Jr.
Saint Augustine's College

Past President

Thomas S. McLeRoy
University of Wisconsin-Whitewater

Western Regional Vice President

Sharon E. Alexander
University of Montana

Treasurer

Dori Beeks
Western Oregon State College

At-Large Member

Lee W. Kneerim
Connecticut College

Middle States Regional Vice President

John R. Papinchak
Carnegie Mellon University

At-Large Member

Anita D. McDonald
University of Arizona

North Central Regional Vice President

Charles N. Kaufman
University of South Dakota

At-Large Member

R. Clinton Parker
Appalachian State University

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Executive Secretary

Michael U. Nelson
11728 Summerhaven Drive
St. Louis, Missouri 63146-5444



Conference Location:

OMNI 
SHOREHAM HOTEL

2500 CALVERT STREET, N.W.
WASHINGTON, D.C. 20008-9980
Tel. (202) 434-0700

Name _____

Institution _____

Institutional Address _____

City _____ State/Province _____

Zip/Postal Code _____ Telephone (____) _____

If spouse/guest will attend, his or her name: _____

BASIC REGISTRATION FEE (see page 3 for inclusions) \$ _____

\$205.00 for NAASS members

*\$290.00 for non-members

\$175.00 for additional registrants from the same institution after the first two (see page 3)

**Any qualified non-member institution paying the \$290.00 Basic Registration Fee will be automatically granted a one-year membership in the Association.*

WORKSHOP FOR NEW ADMINISTRATORS (see other side) _____

\$45.00 for all participants

EXTRACURRICULAR ACTIVITIES (see pages 4 and 5)

Friday: Tour of Old Town Alexandria, dinner, and Washington by Night
 \$45.00 each No. of tickets () _____

Sunday: Tour of Mount Vernon
 \$20.00 each No. of tickets () _____

ADDITIONAL TICKETS FOR SPOUSE OR GUEST

Saturday: President's Reception
 \$16.00 each No. of tickets () _____

Sunday: Creative Awards Breakfast
 \$14.25 each No. of tickets () _____

Sunday: Conference Banquet Reception
 \$14.00 each No. of tickets () _____

Sunday: Conference Banquet
 \$48.00 each No. of tickets () _____

Monday: Breakfast Buffet
 \$21.00 each No. of tickets () _____

TOTAL ENCLOSED \$ _____

Registration deadline: Friday, November 6, 1992

Please complete both sides.

o 1992 NAASS CONFERENCE REGISTRATION FORM o

Submission of fees: Make checks payable (U.S. currency) to "The American University/NAASS" and mail together with this Conference Registration Form to: NAASS Conference, Office of Summer Sessions, Asbury 309, The American University, Washington, D.C. 20016-8126. The Form may also be faxed to (202) 885-1072. *NOTE: All but \$20.00 of the submitted fees are refundable if written notice of cancellation is received before Monday, November 9, 1992.*

Please provide the following information to help us with potential session sizes and meal counts.

1. I wish to participate in the Public _____ Private _____ section of the New Summer Session Administrators' Workshops.

2. I plan to attend the following sessions (please circle):

Saturday morning: 1 2 3 4

Saturday afternoon: 5 6 7 8

Sunday morning: Panel 1 Panel 2

Sunday morning: 9 10 11 12

Monday morning: Roundtable 1 Roundtable 2

3. I plan to attend the following food functions during the Conference.

Yes No Saturday's Regional Luncheon
(specify region) _____

Yes No Sunday's Creative Awards Breakfast

Yes No Sunday's Conference Banquet

Yes No Monday's Breakfast Buffet

4. I prefer a low-fat/low-cholesterol/low-salt meal option. Yes No

5. I am interested in child care. Yes No

Method of payment:

[] Check made payable to "The American University/NAASS."

[] VISA or [] Mastercard No. _____ Exp. Date: _____

Signature: _____ Date _____

For registration information, call (202) 885-2421.

Please complete both sides.