



## Committee Descriptions

### **ADMISSION PRACTICES (AP)**

*Mission:* The Admission Practices Committee periodically meets online or over the phone to discuss case studies and to discuss education initiatives around ethical practice in college admission. We might plan presentations to be given to high school counselors at an in-service day or school fair. We might help a college to educate their new admissions officers. Usually, the committee offers a presentation/session at the annual PACAC Conference.

Due to the sensitive nature of issues discussed in committee, members must be full-time employees of a college, secondary school, or CBO. Independent Consultants are also eligible if they hold full membership in IECA or HECA, or have attained certification from AICEP.

### **COLLEGE FAIRS COMMITTEES (CF)**

*Mission:* The primary mission of the College Fairs Committee is to enhance college awareness and college options for students and parents. To accomplish this mission, PACAC hosts Regional College Fairs and publishes a list of college fairs being held throughout the state. PACAC Regional College Fairs are facilitated by college admission and high school guidance personnel in the region and are designed to more efficiently use limited resources and personnel by encouraging the merger of smaller high school college fairs into a regional fair. PACAC Regional College Fairs tend to attract a greater number of college and university admission counselors to a given region by providing a more productive recruitment event. As a service to admission counselors and in an effort to eliminate multiple fairs on the same date, PACAC also solicits dates for all college fairs held throughout the state and publishes the list on [www.pacac.org](http://www.pacac.org). This effort also serves students by attracting more college admission counselors to the fairs through the ease with which they can access dates for all Pennsylvania fairs. The ultimate goal of the committee, however, is to unite as many small college fairs as possible to create more regional college fairs. This effort will save colleges valuable fiscal and personnel resources. Since Regional College Fairs also tend to attract a greater number and variety of colleges, students and parents will gain exposure to a wider array of higher education options. Any high schools or colleges currently hosting fairs who wish to unite efforts with another sponsoring school to create a regional fair should contact the Chair of the College Fairs Committee.

The committee meets three times a year.

## **COMMUNICATIONS COMMITTEE**

*Mission:* The Communications Committee supports the efforts of PACAC by striving to create a positive awareness of the Association by facilitating, enhancing, and supporting the flow of critical information among PACAC members, between PACAC and NACAC, and most importantly, between the individuals it serves within the Commonwealth.

The Communications Committee's primary responsibility is producing PACAC's quarterly newsletter, The PACER. The committee meets a minimum of four times a year. The committee is looking for people with talents in writing, editing, and proofreading so as to further the mission of PACAC through a variety of mediums.

## **CONFERENCE PLANNING COMMITTEE (CPC)**

*Mission:* The Conference Planning Committee plans and executes the Annual Conference for our Association.

The Conference Planning Committee (CPC) is where many leaders within the Association begin their journey. Planning a conference is a significant year-round task. Consequently, this committee is PACAC's largest, drawing professionals with varying interests and strengths. The group is organized into subcommittees with these individual strengths and interests in mind. The 12 subcommittees within the CPC include registration, hospitality, publications, sessions, on-site, raffles, conference orientation, exhibitors and sponsorship, secondary school counselors, social media, PACAActivities, and evaluations. As a collective, the CPC meets three times annually with subcommittee chairs meeting on three additional occasions. This committee welcomes all professionals regardless of time spent within PACAC and our field.

## **FINANCE & BUDGET COMMITTEE (F&B)**

*Mission:* The Finance & Budget Committee assists in the development, monitoring and implementation of the Association's annual budget. The Committee also serves as an advisory committee to the Treasurer, Chair of the Finance & Budget Committee, the Executive Committee and the presidential triumvirate on matters of investment strategy, insurance, legal matters, and fiscal policy. The committee meets three to four times per year.

Committee members include:

- Chair, Finance and Budget Committee (Immediate Past Treasurer)
- Treasurer
- Treasurer-Elect
- President
- President-Elect
- Immediate Past President
- Second Immediate Past President
- 2 Association Members as appointed by the Current President in collaboration with the Chair and Treasurer (2 year terms)
- CPC Chair-elect

## **GOVERNMENT RELATIONS COMMITTEE (GRC)**

*Mission:* The Government Relations Committee (GRC) lobbies at the state level for funding and programming to support Pennsylvania's students. Additionally, PACAC, through the GRC, closely monitors proposed and current education legislation as it pertains to college access and affordability. Acting as the voice for students who have none, GRC speaks on behalf of students across the Commonwealth to ensure equal access to post-secondary options and success. They mirror this activity at the federal level to ensure our students are included in the national education agenda. Advocacy efforts include the Advocacy Leadership Credential which engages membership around secondary and postsecondary issues, advocacy efforts, and how to conduct a legislative visit. The ALC culminates in a legislative visit at the local, state, or federal level. PACAC GRC also advocates during the NACAC Advocacy Conference in DC in February.

GRC also partners with other state organizations in shaping our legislative issues and agenda: PSCA, PASFAA, College Board, ACT, PA Trio Programs, and more. GRC strongly encourages members of PACAC and allies of student access and equality to become self-advocates by obtaining information about their rights and responsibilities and by contacting their legislators through letters, phone calls, and emails.

Members of the GRC conduct committee business through a series of teleconferences and electronic communication, in addition to meeting in person during the PACAC Annual Conference and other similar large-scale events. Membership only requires those interested to be willing to learn new things and be motivated to advocate on behalf of the students of Pennsylvania.

## **INCLUSION, ACCESS & SUCCESS COMMITTEE (IAS)**

*Mission:* The Inclusion, Access, and Success Committee is charged with promoting awareness and sensitivity to the issues of culture, human rights, gender, age, and other differences in every PACAC initiative. It is our goal to create community by infusing the value of respect, education, communication, access, equity and inclusiveness in each PACAC undertaking.

In 2020, IAS will sponsor the 6th annual Camp Colleges, a series of workshops to help students get a "jump start" on the elements of the colleges' research and application process. Camp College will be hosted on the campuses of Cabrini University and Allegheny College.

There has an IAS working group focused on addressing concerns specific to college bound students who are undocumented. The main initiatives include preparing PACAC sessions and webinars to create awareness among PACAC members and member institutions of current legislation and campus climate regarding DACA/Undocumented student concerns, surveying PACAC members and member institutions regarding their familiarity with the unique needs of those affected by DACA, and creating a useful resource list of member colleges with published admission policies for DACA/Undocumented students.

In conjunction with the Government Relations Committee, IAS assists with the College Access Forum to discuss the impact of government legislation on the college access issues. IAS committee partners with regional college access groups to provide speakers, staffing and/or funding in support of their effort to increase access for underrepresented students.

### **MEMBERSHIP COMMITTEE**

*Mission:* The Membership Committee seeks to attract active, diverse members; enhances relationships among college counseling professionals; collects, maintains, and disseminates membership information.

The committee represents PACAC at various events, hosts professional socials to promote networking, encourages membership to all educational institutions, and tracks PACAC membership databases. There is no cold calling involved. Participation on the Membership Committee requires membership in PACAC and participation in at least one membership project or event.

### **PROFESSIONAL DEVELOPMENT COMMITTEE (PDC)**

*Mission:* The Professional Development Committee (PDC) is charged with developing and overseeing professional development opportunities for college admission professionals, secondary school counselors, independents and CBOs. These opportunities range in length. PDC tries to create opportunities to educate people across the state in ways that are most convenient for them. PDC does not always run these workshops but it does make sure that the various workshops/institutes/seminars run smoothly and acts in an advisory capacity for curriculum. PDC, in conjunction with other leaders of PACAC, makes sure that leadership is in place for each of these educational ventures. PDC is in charge of budgeting for its programs within the framework of PACAC's budget. PDC meets three or four times a year to review and tweak programs that have happened, to discuss upcoming programs, and to brainstorm people to work in those programs, and to discuss new initiatives.

The major programs presented by the PDC are:

- Summer Institute – a three-day, intensive workshop for college admissions and secondary school counselors.
- August Admission Workshops – a one-day workshops, for new college admissions professionals
- Enrollment Management Institute – bi-annual workshops for aspiring Enrollment Managers. These workshops go beyond admissions to the enrollment perspective including financial aid, retention, and data-based decision making.
- Middle Management Institute – for current and aspiring Middle Managers in admissions.
- College Counseling Leadership Institute (CCLI) – for those interested in becoming a director of college counseling.
- College Counseling Workshops – located throughout the Commonwealth, these workshops change to fit the current hot topics of the season and region. Primarily for secondary school and college counselors.

- Support Staff Workshops – Support staff are often the MVPs of admissions and counseling offices. Develop skills and connections annually in August.
- Online workshops – varying in topic these workshops are designed for lunch and learn settings and offered up to 6 times per year.

Members of PDC participate in the planning of all professional development projects, attend three PDC meetings a year, and select a particular project within PDC for greater involvement and leadership.

### **SECONDARY SCHOOL COUNSELING COMMITTEE (SSCC)**

*Mission:* The Secondary School Counseling Committee seeks to encourage Association membership and foster professional development opportunities specifically for secondary school counselors including public, parochial, and independent school counselors, and those who counsel students to post-secondary education. Members of this committee will collaborate with other standing committees from the lens of school counselors in order to support their work.

The Secondary School Counseling Committee will pursue the following initiatives:

1. Conduct a college tour, sometimes in conjunction with annual conference.
2. Encourage school counseling graduate and certification programs to incorporate proficient college counseling education into their curricula.
3. Outreach to underrepresented school districts promoting the benefits of PACAC membership within school counseling departments.
4. Build partnerships with the Pennsylvania School Counseling Association (PSCA) and county affiliates.
5. Innovate and implement new initiatives to actively recruit and retain new counselors to PACAC.