

## **ADMISSION PRACTICES**

*Mission:* The Admission Practices Committee is responsible for the interpretation of the *Statement of Principles of Good Practice*- a document outlining a code of ethics or perhaps a code of conduct. The SPGP applies to colleges/universities, high school counselors, financial aid personnel and students.

The AP Committee meets online or over the phone when an allegation is made to the Chair of the Committee. The validity of the allegation is discussed among its members and then all of the appropriate parties are brought into the conversation. We ask for documentation to make sure the allegation is accurate and not hearsay or anecdotal.

The goal of the committee is to educate students, high school counselors, and colleges, not to penalize the parties involved. However, cases will come up that require some type of penalty because the infraction is severe and the party involved is unwilling to change their policy or behavior.

Many types of allegations are brought up during the course of the year but the most common ones are: violations of the May 1 National Candidates' Reply Date, double depositing, incentives to applying Early Decision, asking for a list in priority order of college preference, recruitment of transfer students without the students permission, offering financial aid packages before a student applies among others.

## **COLLEGE FAIRS**

*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 comprehensive list of college fairs throughout the state. PACAC Regional Fairs are facilitated by college admission and high school guidance personnel in the region and are designed to eliminate the need for small high school fairs and to attract a greater number of college and university admission counselors to the given region. 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 fairs. This effort will save colleges valuable fiscal and personnel resources. Since Regional 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**

*Mission:* The Conference Planning Committee designs, plans, and executes the annual conference for our association.

The Conference Planning Committee (CPC) is where many leaders of our association got their start in PACAC. Planning a conference is a big task; consequently this committee is the largest in our association, drawing professionals with varying interests. The CPC is organized into nine subcommittees. Committee members are assigned to subcommittees according to their interests. The nine committees include: registration, hospitality, publications, sessions, on site, raffles, first timers, exhibitors, and evaluations. The chairs of these subcommittees meet six times a year and the entire committee meets three times a year. The CPC welcomes professionals that are new to PACAC as well as seasoned veterans.

## **FINANCE & BUDGET COMMITTEE**

*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 times a year.

Committee members include:

- Chair, Finance and Budget Committee (Immediate Past Treasurer)
- Treasurer
- 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**

*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 "walking the hill" with fellow members of PACAC at the state level via the PACAC Legislative Forum and at the federal level via the NACAC Legislative Conference - both of which include in-person meetings with elected officials and their legislative assistants.

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**

*Mission:* The Inclusion, Access & Success Committee is charged with promoting awareness and sensitivity to the issues of culture, human rights, gender, age, and other differences and infusing the following values in all PACAC endeavors: respect, education and communication, access and equity, inclusiveness and engendering a sense of community.

The IAS Committee assists with the CAF and will hopefully organize a Camp College soon. The IAS Committee also submits session proposals and presents on relative topics at the Annual Conference, the Main Line Fair Workshops, and The January One Day Workshop (list in not complete). The committee meets four times a year.

## **MEMBERSHIP**

*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, encourages membership to all educational institutions, and tracks PACAC and NACAC membership databases. There is no cold calling involved. Participation on the Membership Committee requires attendance at two of the four yearly meetings and maintenance of individual membership in PACAC.

## **PROFESSIONAL DEVELOPMENT COMMITTEE**

*Mission:* The Professional Development Committee (PDC) is charged with developing and overseeing professional development opportunities for college admission professionals and secondary school counselors. 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. As of May, 2007, the major ongoing projects under the auspices of PDC are:

- \* The Summer Institute held at Bucknell University – a four-day, intensive workshop for college admissions and secondary school counselors.
- \*The Summer Summit Seminar – a two-day wilderness/camping leadership development experience for emerging leaders in PACAC.
- \*The August Admissions Workshops – two one-day workshops, the first for new college admissions professionals; the second for mid-level college admissions professionals and secondary school counselors.
- \*PACAC/College Board Collaborations – four day-long secondary counselor workshops in September in a variety of locations that combine the College Board's annual workshops with PACAC professional development workshops, a lunchtime panel of local deans and directors, and a college fair for counselors.
- \*Enrollment Management Institute and Middle Management Institute
- \* A Variety of One-Day Workshops

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