



Commission for Counseling
and Psychological Services

A Division of the American College Personnel Association



CCAPS Newcomers Guide

Glossary of Terms

1. **CCAPS/Commission for Counseling and Psychological Services**: the formally recognized group within ACPA that focuses specifically on mental health-related services on higher education campuses, to include (but not limited to) clinical work, training, outreach & consultation, advocacy, and prevention. For more information on CCAPS, please see: <http://www2.myacpa.org/ccaps-home>
2. **Commissions**: formally recognized by ACPA as subgroups with a specific focused interest or functional area. For more information on Commissions, please see: <http://www2.myacpa.org/commissions>
3. **Standing Committees**: are formally recognized by ACPA and are designed to represent various constituencies and their interests. As such, Standing Committees serve as a vehicle for education of the association and, through the association, of higher education, and advocacy by members of those groups. For more information on Standing Committees, please see: <http://www2.myacpa.org/standing-committee>
4. **CCAPS Directorate**: elected governing body of CCAPS whose members serve for 3 years. This body provides the leadership and structure for CCAPS and is comprised of committees that each serve to carry out the functions of the Commission. The CCAPS Directorate usually meets a few times during the annual convention. For more information on the CCAPS Directorate, please see: <http://www2.myacpa.org/ccaps-directorate/ccaps-current-directorate>
5. **CCAPS Committees**: Subgroups within CCAPS who carry out the functions of the Commission. Membership on a CCAPS committee is open to anyone who is a CCAPS member! These committees include: Archives, Awards, Continuing Education (CE), Elections, Membership, Newsletter, Program, Publicity, Webpage. For more information on CCAPS' committees, please see: <http://www2.myacpa.org/ccaps-activities/ccaps-committees-a-handbooks>
6. **CCAPS "Meet and Greet" Luncheon**: This is an event organized for CCAPS members and prospective members (in other words, for all!) to gather, eat, have fun, and get to know each other. This event is held at the beginning of the convention, usually just prior to the CCAPS Sunday CE Program.

7. CCAPS CE Workshop: This is a workshop is open to anyone and takes place immediately following the CCAPS Networking Luncheon. This workshop is relevant to current events/ trends/topics in mental health services in higher education. Typically, this workshop affords attendees the opportunity to receive 3 hours of CE credit.
8. CCAPS Social: This is an organized event for CCAPS members to gather, eat, have fun and get to know each other as a group. In addition, an awards ceremony is held which honors outstanding CCAPS members. This event is typically held the night before the convention ends.
9. CCAPS Listserv: This is a listserv that CCAPS members can join that distributes information, announcements and provides a forum for discussion. For directions for how to subscribe, go to:
<http://www2.myacpa.org/ccaps-membership/ccaps-joinlistserv>
10. Convention Showcase: An ACPA event where all commissions, standing committees, state associations, and higher education training programs staff tables with information and giveaways about their respective organization/affiliation. The Showcase is usually organized around a theme.
11. CCAPS Business Meeting : A meeting where all (prospective members, new members, and current members) are invited to attend. The focus is on sharing information about CCAPS/ ACPA business and having an opportunity for input and questions.





Helpful Hints About Attending the ACPA Convention

(Compiled from CCAPS members following the 2009 convention)

- Find ways (through CCAPS meetings, joining a CCAPS committee, informal lunches/dinners, networking) to develop relationships with other CCAPS members.
- Include breaks, including some time along in your room and/or away from the hotel for rejuvenation and/or restoration.
- Be sure to get a list of CEU-sponsored workshops in order to plan your daily itinerary. The list is generally available on the CCAPS website and/or a paper copy is available at the meetings. This will allow you to schedule breaks and meals. Self care is important!
- Bring easily transportable food items like granola bars, tea bags and instant oatmeal to use for breakfast or as snacks. They are nutritious and save money!
- Bring unused hotel giveaways (shampoo, soap, etc) home with you and donate to a homeless shelter or women's shelter.
- Leave a small tip for housekeeping staff in your room.
- Find a way to experience the local "flavor", e.g., visit a museum, landmark, park, special restaurant, local event, etc.
- Lie on a heating pad for 10 minutes to relax before bedtime. Just remember to turn it off before you go to sleep!
- Leave little notes at home for family/friends to find while you're gone.
- Your first convention experience can be exciting and overwhelming (I am glad you stated this because this is how I felt - I just wish sometime told me beforehand). Try to pace yourself. Bring snacks to keep yourself nourished throughout the day. Plan a break to connect with new and old colleagues. Attend a program outside of the "counseling" field.
- Attend the opening ceremony and showcase to get a free bite of tasting food at the receptions that follow.
- Although the opening ceremony is scheduled for Sunday evening, CCAPS offers programming beginning Sunday morning. Be sure to check out the CCAPS website for the complete list of programs that are being offered for CEUs.
- Make sure you know your professional license number as you'll likely need to record it on CEU sign-in sheets.
- Some other helpful supplies: sticky notes, extra business cards, a reusable water bottle, hand sanitizer, comfortable shoes (sometimes it can be quite a hike to get from one meeting room to another!).

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