

**Commission for Counseling
and
Psychological Services**

CCAPS

Directorate Handbook
June 2011

THE COMMISSION FOR COUNSELING AND PSYCHOLOGICAL SERVICES HANDBOOK

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APPENDIX A

APPENDIX B

A. COMMISSION FOR COUNSELING AND PSYCHOLOGICAL SERVICES MISSION: VALUES & OBJECTIVES

The mission of the Commission for Counseling and Psychological Services (CCAPS) is to provide leadership and support for professionals dedicated to providing counseling and psychological services in settings of higher education, within the context of a student development philosophy. Our values include:

- Promoting human development in community colleges, colleges and universities;
- Supporting and encouraging the exchange of ideas, innovations, research and standards among counseling professionals and educators;
- Embracing the multiple perspectives of professional disciplines within college/university counseling;
- Promoting social justice and equity;
- Encouraging collaboration across all Student Affairs areas; and
- Providing opportunities to become involved in participatory leadership.

The following are the objectives of the Commission for Counseling and Psychological Services:

1. To offer a professional network to college and university counselors, psychologists, social workers, counselor educators and other mental health professionals.
2. To offer training to future mental health professionals whose goal is to work in college, university or community college settings.
3. To provide continuing education opportunities to counseling professionals.
4. To promote graduate student involvement and support in the transition from student to new professional status.
5. To provide opportunities for continued growth and re-vitalization to experienced professionals.
6. To increase the representative voice of those traditionally underserved, underrepresented and ignored in society.

B. DIRECTORATE BODY: QUALIFICATIONS, RESPONSIBILITIES & ELECTIONS

The CCAPS' Directorate Body provides leadership for the Commission's activities. The membership of the Directorate will represent the diverse professional constituency of ACPA and CCAPS with special focus on inclusion of underrepresented populations including multidisciplinary counseling professionals, smaller colleges, and community colleges.

1. Membership Qualifications

- a. Professionals willing to join ACPA and CCAPS are eligible to be nominated and elected to the Directorate.

- b. Directorate body members are not eligible for consecutive terms of service on the Directorate Body unless they are elected to the commission Chair or under special circumstances as described below.
- c. Former Directorate Body members are eligible to be nominated and elected to the Directorate Body after at least one year has elapsed since their term of service ended or under special circumstances as described below.

2. Membership Responsibilities

- a. Serve for a three year term.
- b. Maintain active membership in ACPA and CCAPS.
- c. May not serve simultaneously on two Directorate Bodies.
- d. Attend the ACPA national convention and all directorate sessions scheduled during the convention.
- e. Assume leadership responsibility during their three year term by chairing a committee and/or task force or by developing convention programs as needed. Being a Directorate Body member connotes active leadership in the work of the Commission. While some of these leadership duties may be carried out during the annual convention, Directorate Body members are expected to be actively involved in Commission activities and business between conventions.
- f. Perform other requirements as specified by the CCAPS Chair.
- g. If a Directorate Body member is unable to fulfill any of the above mentioned duties, he or she will be expected to discuss the matter with the CCAPS Chair. If necessary, the Directorate Body member will be asked to resign from the Directorate Body to allow for appointing a replacement.
- h. CCAPS is authorized to modify any or all of these guidelines to account for individual circumstances.

3. Elections to the Directorate Body

- a. The Elections Committee will oversee and conduct the nomination and election process, in consultation with the CCAPS Chair.
- b. The Elections Committee will meet during the annual convention to review the directorate elections time-line and process.
- c. The Elections Committee will have the authority to modify the elections time-line or processes as necessary, in consultation with the CCAPS Chair.
- d. The time-line and steps for the Directorate Body elections process is detailed in Section F of this handbook.
- e. Nominations to the Directorate Body will be solicited from CCAPS members at the annual convention and after the convention via

electronic mail. The Elections Committee in consultation with the CCAPS chair will decide upon a nomination period following the annual convention.

- i. Nominations must include name, contact information, name of institution and type, and position for both the nominator and the nominee, as well as the nominator's rationale for putting the nominee forward for a leadership position in the Commission.
- f. The Elections Committee will review nominations and ensure that only qualified nominees are put forward for election to the Directorate Body.
 - i. If there is a question about a nominee, the Elections Committee will consult with both the nominator and the CCAPS Chair to resolve any questions about the nominee's qualifications.
- g. The Commission shall actively encourage adequate representation in the Directorate membership of (a) underrepresented institution types such as smaller college, tribal college or community college and (b) all respective or educational designations eligible for directorate membership. Any Directorate positions that become vacant from resignation shall be filled with special attention to this directed focus.
- h. The Elections Committee will provide CCAPS members with a summary profile of the existing Directorate membership by counseling profession and types of institutions represented.
 - i. When there are fewer nominees than vacancies on the Directorate Body, elections will be held at the discretion of the CCAPS Chair in consultation with the Elections Committee. In such situations, qualified nominees may be appointed to the Directorate Body without a formal election.
- j. If there are insufficient qualified nominees or incoming elected members to maintain a full Directorate Body, the CCAPS Chair will solicit volunteers from the outgoing members to extend their term by one year. The Directorate Body will vote to approve interim appointments to fill vacancies.
- k. Vacancies that occur in the Directorate Body at a time other than during the regular election cycle will be filled by one or a combination of the following three methods;
 - i. Appointing the candidate who received the next highest vote total from the last regular election, but was not elected to the Directorate Body.
 - ii. Filling the vacancy during the next regular annual election

- iii. Filling the vacancy with an interim appointment made by the CCAPS Chair
- l. The CCAPS Chair in consultation with the Elections Committee will decide on the method to be used in accordance with the following guidelines.
 - i. Method i will be used if the opening occurs after the regular election and into the first half of the year.
 - ii. Method ii will be used if more than half a year has passed.
 - iii. Method iii will be used in unusual situations when an inadequate number of nominees exist or the resignation is from a key leadership position requiring continuity (e.g., the chairperson of a task force resigns and a non-Directorate member is appointed to insure continuity).
- m. The CCAPS Chair in consultation with the Elections Committee will keep the Directorate Body informed of vacancies and election issues.

C. CHAIRPERSON AND CHAIR-ELECT: QUALIFICATIONS AND RESPONSIBILITIES

The Commission for Counseling and Psychological Services will have a Commission Chairperson who is nominated by Directorate Body members and elected by the total Commission Membership to a one-year term as Chair-Elect, a two-year term as Chair and serves one additional year on the Directorate Body as Past Chairperson to assist the new Chairperson with a smooth transition.

Qualifications and Election of Chair

1. Any Directorate Body member who has served on the Directorate since the last Chairperson election is eligible to be nominated and elected as Chairperson.
2. The Commission Chairperson is not eligible for consecutive terms of service as Chairperson.
3. The Commission Chairperson is eligible to be nominated and elected to the Directorate Body (only after two years have elapsed since their term of service ended).
4. The Commission Chairperson shall be elected according to the same guidelines and procedures as are presently in effect for other offices of the Association.

Responsibilities of the Chairperson

The Chairperson will personally, by delegation or group action, take responsibility for the accomplishment of the following tasks:

1. Welcoming new Directorate Body members, development of mechanisms for their involvement in Commission tasks and Commission activities at the annual convention.
2. Communicating with the Directorate Body and Commission membership regarding the work of the Commission and the Association.
3. Generating issues around which the Commission will organize to provide professional leadership.
4. The nomination and election of Directorate members and a new Chairperson, including:
 - a. Explaining/assigning duties to Directorate members;
 - b. Requesting resignations if duties are not carried out; and
 - c. Recruitment of Directorate Body vacancies.
5. Organizing an orientation for new Directorate members and for the new Chair-Elect.
6. Establishing an internal leadership structure which, at a minimum, includes at least one Chair-Elect who is qualified to assume the interim Chairpersonship if necessary. In addition to liaison appointments, relationships might be established with other organizations that have related interests and other internal task forces or commissions. Internal procedures may vary in accordance with the Commission's needs and objectives.
7. Planning and chairing the annual meeting of the Commission at the spring convention for two years and assisting with the planning for the third year.
8. Submitting an annual budget under procedures outlined in the Chairperson's Manual with the expectation that such preparation will somehow involve the Commission Directorate, i.e., through task force needs, as well as the new Chairperson, if assuming office in the new budget year. Expenditures must be within the authorized budget.
9. Submission of an annual report to the Coordinator of Commissions in a manner and time specified but at least four weeks prior to the summer leadership meeting and the annual national convention.
10. Attending meetings of Commission Chairpersons, along with other meetings at the annual convention as scheduled by the Coordinator of Commissions and the Summer Leadership Meeting with the International Office and other leaders of ACPA.
11. Appointing liaisons to appropriate ACPA committees and task forces as requested.
12. Generating position papers and responses for the other Commission Chairpersons and the Association to review when needed.

13. Communicating with the Coordinator of Commissions regarding Commission status and activities as well as responding to requests for specific information.
14. Serving on committees appointed by the Coordinator of Commissions Chairpersons' meeting.
15. Serving the final year of the three-year term as the Past Chairperson, offering assistance to the new Chairperson and serving as a voting member on the Directorate.
16. Upholding the ACPA constitution and by-laws and ACPA Governing Board and Assembly action in handling Commission business.
17. Responding to requests for input from the Coordinator of Commissions and other Association officers as they conduct their functions.
18. Training Chair-elect to acclimate the role chair and pending responsibilities.

D. COMMITTEES OF THE COMMISSION FOR COUNSELING AND PSYCHOLOGICAL SERVICES

Several key committee and/or leadership appointees perform many of the essential duties of the Commission. These leadership positions are appointed by either the CCAPS Chairperson or by the Directorate. The assignments vary widely in the time commitment they involve and the functions they fulfill.

Awards

Purpose: To publicize, retrieve submissions and select recipients for the CCAPS-sponsored awards (Joan Dallum Graduate Student Research Award, Early, Mid Level, Lifetime Achievement Awards, and Thomas M. Magoon Excellence in Counseling Award).

Action: To facilitate the publication, submission and selection processes of the annual awards.

Activities:

- Inform recipients of their award.
- Recognize reviewers for their contribution at the annual convention.
- Announce recipients of the awards at the annual convention.

Continuing Education

Purpose: Maintain five-year American Psychological Association (APA) accreditation as a CE sponsor and apply for annual accreditation as CEU sponsor from the National Association of Social Workers (NASW). Plan, organize and implement the procedures for

selection of CE sponsored programs for the annual ACPA Convention. Facilitate the process through which members who are licensed attain continuing education credits for attending convention programs.

Action Activities:

Prior to convention

- Obtain selected programs from the general list of programs accepted for the annual ACPA convention and designated as requesting consideration for CE sponsorship. Obtain programs also from CCAPS Program Committee Chair or CCAPS Chairperson.
- Organize CE Committee members and recruit volunteers (including at least one social worker) to review programs.
- Evaluate these programs for approval for continuing education credits using standards developed by APA and NASW.
- Create CE-related forms and make CE packets for distribution at the convention.

At the Convention

- Recruit volunteers to distribute CE packets and collect evaluations at each continuing education program during the convention.

After the Convention

- Create and send reports for NASW and APA reflecting convention activities
- Certify the forms completed by social workers who attended the convention and send forms to NASW and certificates of completion to the social workers.

Every Five Years

- Complete Application Form for Sponsors of Continuing Education Programs for Psychologists” to apply for re-accreditation from APA.

Elections

Purpose: Responsible for coordinating the nomination and election process for positions on the CCAPS Directorate Body and Commission Chairperson.

Action: Coordinate the nomination and election process between the months of March and December.

Activities:

- ◆ Contact national office to arrange Internet elections with Peter Brown or designee.
- ◆ Coordinate the collection of professional interest and elections statements of Directorate Body and candidates, as well as assist with the formulation and dissemination of the election ballot.
- ◆ Educate Commission members about eligibility for office and voting.
- ◆ Provide the Commission Directorate membership a demographic profile of the existing Directorate membership by counseling profession and size and type of institutions represented. Nominee biographical information provided the Commission prior to elections shall include reference to the above descriptive information.

- ◆ Inform election candidates and CCAPS members of the results of the Directorate Body election.
- ◆ Participate in Elections Chairs meeting at annual convention.

Job Search Workshop

Purpose: To provide Commission members and ACPA members with information and strategies for negotiating the job search process.

Action: Arrange for meeting space at the annual convention.

Activities:

- ◆ Recruit CCAPS directorate board members and CCAPS members to participate as panelists.
- ◆ Coordinate and present workshops at annual convention.

Liaisons: ACCA, ACCCS, ACCTA, APA, AUCCCD, IACS

Purpose: To inform CCAPS members of the actions of these professional organizations and accrediting bodies.

Action: Attend the annual meetings or establish a liaison relationship with the selected organization. Report to the Commission directorate on the activities of these organizations.

Membership

Purpose: To promote and maintain membership in the Commission.

Action: Recruit and inform graduate students and professionals about ACPA and CCAPS.

Activities:

- Assume responsibility for the Commission's participation in the annual Convention Showcase.
- Track membership data provided by ACPA.
- Develop and distribute a membership brochure for CCAPS.
- Provide information to new and potential members.
- Coordinate the distribution of Commission brochures at other conferences.
- Develop and implement plan to make CCAPS members visible throughout annual convention.
- Organize early arrivals dinner/lunch during convention early enough for it to be printed in program.
- Recruit and coordinate the volunteer greeters at Commission meetings at the Annual Convention.
- Participate in Membership Chairs meeting at annual convention.

Newsletter

Purpose: To provide Commission members with information about Commission activities as well as counseling center activities, events and issues important to professionals of college and university counseling centers.

Action: Publish three issues per year of the Counseling and Psychological Services Newsletter.

Activities:

- Solicit and edit articles submitted by Commission members and other interested individuals.
- Write newsletter editor's column.
- Obtain mailing labels and e-mail list from ACPA.
- Handle all administrative and business aspects of newsletter publication.
- Determine overall format and design of newsletter as well as issue content.
- Attend newsletter editors' meeting facilitated by ACPA Developments editor at annual convention.

- **Newsletter Content:**
 - * Letter from CCAPS Chair
 - * Letter from Newsletter Editor(s)
 - * Feature articles
 - * Announcements from committee chairs
 - * Liaison reports
 - * Post-convention issue information
 - * Pre-convention issue information

Program (Formerly Convention Program)

Purpose/Action: Plan, organize and implement the procedures for selection of CCAPS-sponsored programs for the annual ACPA Convention.

Activities:

- Circulate a Call for Programs via the newsletter, electronic mail, personal contact or special mailing.
- Accept program proposals for evaluation.
- Submit roundtables for review to convention Programming Committee.
- Solicit reviewers for program proposals.
- Coordinate review process.
- Determine which proposals will be commission sponsored.
- Determine which programs will be considered for co-sponsorship. Negotiate with commissions and/or ACPA Standing Committees to select programs for co-sponsorship.

- Inform the Continuing Education Chair of the slate of programs to be considered for continuing education credit.
- Recognize the program presenters and reviewers for their contribution to the convention.
- Participate in Program Chairs meeting at the annual convention.

Publicity (Formerly Convention Publicity)

Purpose: To publicize Commission-sponsored programs and continuing education approved programs to local schools in the location of the annual convention and to CCAPS members during the annual convention.

Action: Publicize commission-sponsored and continuing education approved programs to increase attendance during the Annual Convention.

Archives

Purpose: Maintain the Commission's archival records.

Action: Decide which documents should be kept in the archival record, in addition to assisting Commission members in locating materials from the archives.

Web Page/ Counseling Center Village

Purpose: To maintain the CCAPS Counseling Center Village and Web pages.

Action: Monitor and make changes to the Web page as necessary.

- Inform the CCAPS directorate body of changes to the Web page.
- Seek input from Commission members about updates or special needs for the web page.
- Make updates to web page standards as recommended by the ACPA Marketing Director.

E. AWARDS

Joan Dallum Graduate Student Research Award

Purpose: To recognize and encourage highly quality research projects by graduate students and entry level professionals in counseling and human development.

Award: This award will be given annually. It will include an award plaque and a cash stipend.

Eligibility: Membership in ACPA or CCAPS is not required in order to apply. The research must have been completed during the applicant's tenure as a graduate student. At the time of the convention, the candidate must be no more than 18 months post-graduation.

Guidelines:

- ◆ The research must have been completed during the applicant's tenure as a graduate student. At the time of the convention, the candidate must be no more than 18 months post-graduation.
- ◆ The research project must have applicability to the counseling and human development goals of ACPA and Commission for Counseling and Psychological Services. For example, research on needs assessment, treatment intervention, outcome and process studies, or preventative programs are appropriate submissions.
- ◆ The results of the study must be known at the time of submission.
- ◆ The applicant must be the principal author.
- ◆ At the time of the deadline for submission it is acceptable for the manuscript to have been submitted to a journal; if the manuscript has been accepted for publication it is not eligible to be considered for this award.
- ◆ The research manuscript should be typed and double-spaced following the guidelines for authors found in the *Journal of College Student Development*. The reference style and general guidelines described in *The Publication Manual* (5th Ed.) of the American Psychological Association should be followed.
- ◆ The manuscript should also be written in a formal style suitable for submission to a journal.
- ◆ The manuscript should be no more than 20 pages in length (not including the reference section).
- ◆ The manuscript should include the following five sections: introduction, methodology, results, discussion, and implications.

**Commission for Counseling and Psychological Services Awards
For Early Career Achievement and Mid-Level Career Achievement**

Purpose: For the Early Career Achievement Award: to honor and reward the exemplary achievements of an individual's early significant contributions to the field of college and university counseling and psychological services. For the Mid-Level Career Achievement Award: to honor and reward the exemplary achievements of an individual's mid-level career contributions to the field of college and university psychological services.

Award: These awards will be given annually. They will include award plaques and citations from the Chair of CCAPS.

Eligibility: Any member of CCAPS who has up to 10 years experience of providing mental health services (including teaching and training) to the college population prior to nomination for the award for the Early Career Achievement Award. Any member of CCAPS who has 10 to 20 years experience of providing mental health services (including teaching and training) to the college population prior to nomination for the Mid-Level Career Achievement Award. These years do not include experiences gained through academic programs (e.g., graduate school practicum and internship). Candidates ineligible for nomination would be members

of the CCAPS Awards Committee and past awardees. Nominees must be current ACPA/CCAPS members at the time of nomination.

Selection Method: Nominations will be coordinated by the Chair of the CCAPS Awards Committee who will forward a list of nominees to the Awards Committee who will rank the nominations and decide a winner for each award. The winner's names will be given to the CCAPS Chair for final approval.

Awards Selection Process:

1. Nominations for these awards will be announced and taken at the Directorate Meeting and the Business Meeting during the Annual Convention.
2. A "Call for Nominations" will appear in the Post-Convention issue of the CCAPS Newsletter. The Awards Committee will be headed by the current Awards Chair for CCAPS.
3. The Awards Chair shall recruit members to serve on this committee from the current Directorate Body and the general CCAPS membership.
4. Nominations for these awards are to be in the form of a nominating letter that briefly discusses the significance of the nominee's contributions to the field of counseling and psychological services on university and college campuses (e.g., scholarship/research, teaching/training, service/administration, leadership/collaboration). The nomination letter will also be accompanied by a copy of the nominee's vita and at least 1 letter of support from a professional not on the CCAPS Directorate.
5. Achievement may be cumulative or explicit and shall directly pertain to the field of counseling and psychological services on university and college campuses.
6. The Awards Chair will be responsible to collect the relevant information regarding the nominees and to distribute nomination materials to the Awards Committee. The Awards Committee members will be responsible for reviewing the nominations materials and selecting a winner for each award which will then be forwarded to the CCAPS Chair for final approval.
7. An official announcement will be made by the Awards Chair to the membership via listserv and Newsletter. A formal letter of congratulations will be sent to the award recipients, signed by the current Chair and Past-Chair. The letter will extend an invitation to the awardees to attend the ACPA Convention for formal presentation of the awards at the Commission Social.
8. The CCAPS Chair will secure the certificates and award plaques.

Commission for Counseling and Psychological Services Award For Outstanding Lifetime Achievement

Purpose: To honor and reward the exemplary achievements of an individual's significant and continuous contributions to the field of college and university counseling and psychological services. This award recognizes the depth and breadth of an individual's impact on the profession of university and college counseling and psychological services and the sustained contribution to the profession over time. This is the highest recognition awarded by the Commission.

Award: This award will be given annually. It will include an award plaque and a certificate/citation from the Chair of CCAPS. For the first year of the award, the name of the award shall be "Commission for Counseling and Psychological Services Award For Outstanding Lifetime Achievement."

Eligibility: Any member of CCAPS who has 20 years or more experience of providing mental health services (including teaching and training) to the college population prior to nomination for the award. These years do not include experiences gained through academic programs (e.g., graduate school practicum and internship). Candidates ineligible for nomination would be members of the CCAPS Awards Committee and past awardees. Nominees must be current ACPA/CCAPS members at the time of nomination.

Selection Method: Nominations will be coordinated by the Chair of the CCAPS Awards Committee who will forward a list of nominees to the Awards Committee who will rank the nominations and decide a winner. The winner's name will be given to the CCAPS Chair and CCAPS Past Chair for final approval.

Awards Selection Process:

1. Nominations for the Award will be announced and taken at the Directorate Meeting and the Business Meeting during the Annual Convention.
2. A "Call for Nominations" will appear in the Post-Convention issue of the CCAPS Newsletter. The Awards Committee will be headed by the current Awards Chair for CCAPS.
3. The Awards Chair shall recruit members to serve on this committee from the current Directorate Body and the general CCAPS membership.
4. Nominations for the Award are to be in the form of a nominating letter that briefly discusses the significance of the nominee's contributions to the field of counseling and psychological services on university and college campuses (e.g., scholarship/research, teaching/training, service/administration, leadership/collaboration). The nomination letter will also be accompanied by a copy of the nominee's vita and at least 1 letter of support from a professional not on the CCAPS Directorate

5. Achievement may be cumulative or explicit and shall directly pertain to the field of counseling and psychological services on university and college campuses.
6. The Awards Chair will be responsible to collect the relevant information regarding the nominees and to distribute nomination materials to the Awards Committee. The Awards Committee members will be responsible for reviewing the nominations materials and selecting a winner which will then be forwarded to the CCAPS Chair and CCAPS Past Chair for final approval.
7. An official announcement will be made by the Awards Chair to the membership via listserv and Newsletter. A formal letter of congratulations will be sent to the award recipient, signed by the current Chair and Past-Chair. The letter will extend an invitation to the awardee to attend the ACPA Convention for formal presentation of the award at the Commission Social.
8. The CCAPS Chair will secure the certificate and award plaque.

Thomas M. Magoon Excellence in Counseling Award

The Thomas M. Magoon Excellence in Counseling Award recognizes innovative programming or service achievements by a university or college counseling agency. This award is given in the spirit of the long-standing CCAPS/ACPA conference presentation entitled *Innovations in Counseling*, and in particular in honor of the originator and coordinator of that presentation, Dr. Thomas M. Magoon.

The Magoon Excellence Award is given annually to a university or college counseling agency that has provided either inventive and/or original programming, or has provided exceptional comprehensive services during the past year. In particular, CCAPS encourages nominations that reflect the inclusion and integration of multicultural competence and values. The recipient will receive a plaque and certificate from CCAPS and will be honored at the ACPA annual convention.

The eligibility criteria for the award are as follows:

1. Eligible agencies shall be an organizational unit within a college or university.
2. Letters of support (no more than three) must accompany the nomination form. Letters must address the unique nature of the program or service, the originality of its design and implementation, and the benefits gained by students and/or the campus community. Supporting documentation of the innovative program or service may be submitted in lieu of letters of support. There is no formal application form.
3. The nominated program or service should occur within the time period of within one year of the convention year.

4. The selection process for the Magoon Excellence Award will be facilitated by the CCAPS Awards Committee.
5. In the event that an Awards Committee member is a current staff/faculty member at an agency nominated for the award, that committee member shall recuse her/himself from the review and selection process.

F. YEAR-AT-A-GLANCE TIMELINE

Awards

At Convention

- Solicit award nominations during the CCAPS business meeting.
- Present awards to all recipients at the CCAPS Social.
- Arrange for committee to meet to plan for the following year.

April/May

- Send list of award winners to the CCAPS newsletter for the post-convention newsletter.
- Send out solicitation for nominations for all awards in post-convention newsletter.

Summer

- Send out email to CCAPS listserv in early June and one around early August requesting nominations for all awards.

September

- Publicize Dallum Award to university graduate programs.
- Solicit all awards nominations in CCAPS fall newsletter.
- Collect nomination letters and vitae of nominated individuals.

October/November

- Contact the point person for ACPA/CCAPS Innovations Programs to solicit submitted programs to apply for the Thomas Magoon Excellence in Counseling Award.
- Distribute nominees' information to the Awards Committee to review and decide on winners.
- Forward winners' names to the CCAPS Chair for final approval.
- CCAPS Chair will arrange for certificates and award plaques.

January

- Notify award recipients and other nominees of final decisions

March (Before Convention)

- Confirm that winners will be present at the convention to accept the award.
- Develop brief remarks about each winner to be used for awards ceremony

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- Solicit award nominations during the CCAPS business meeting.
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- Arrange for committee to meet to plan for the following year.

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Summer

- Send out email to CCAPS listserv in early June and one around early August requesting nominations for all awards.

September

- Publicize Dallum Award to university graduate programs.
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- Collect nomination letters and vitae of nominated individuals.

October/November

- Contact the point person for ACPA/CCAPS Innovations Programs to solicit submitted programs to apply for the Thomas Magoon Excellence in Counseling Award.
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- CCAPS Chair will arrange for certificates and award plaques.

January

- Notify award recipients and other nominees of final decisions

March (Before Convention)

- Confirm that winners will be present at the convention to accept the award.
- Develop brief remarks about each winner to be used for awards ceremony

Continuing Education

At Convention

- Solicit volunteers to guide workshop attendees through CE process and distribute CE packets to volunteers.
- Solicit volunteer reviewers for next year's convention
- Have LPC CE forms available at commission meetings (provided by ACPA National Office and available from them at convention)
- Meet with committee during convention to develop goals with action plan and budget

April

- Submit post-convention report to NASW
- Review and confirm requests from social work attendees for NASW-approved credits.
- Send NASW Certificates of Attendance to attendees who qualify.

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May

- Submit goals, action plans, and proposal budget to Commission Chair

June

- Send letter to presenters with feedback from their sessions
- Send information from question #5 on evaluation forms (regarding interest in future presentations) to CCAPS Program Committee Chair

July

- Prepare annual APA report regarding CCAPS conference CE activities
- Contact Convention Program Chair to begin establishing a liaison relationship

August

- Submit APA Activity Report

October

- Contact Eleanor Mower (Associate Executive Director) at ACPA National Office to find out when programs will be available for review by CE Committee
- Solicit reviewers by sending email to Directorate and CCAPS list serves requesting volunteers

End of October and Early November

- Submit CE reviewers' names and e-mails to Eleanor Mower (Associate Executive Director) to grant them access to CDMS (program review system).

December

- Begin and complete review process for CE programs
- Confirm the division of tasks (e.g. creating CE packets, requesting vitas) with committee members.

January

- Send letter to presenters of CE programs to inform them they have been selected for CE sponsorship and request their vitas.
- Submit application for CE approval to National Association of Social Worker CE Approval Program and pay \$285 fee.
- Coordinate publicity of CE Committee activities and needs by contacting Chairs of Newsletter and Webpage committees.

February-March (convention preparation)

- Create CE packets
- Submit the slate of CE-approved programs to the Publicity Committee Chair.
- Contact Eleanor Mower (Associate Executive Director) at ACPA National Office or, if available, check Convention website to find any CE-sponsored programs that have been cancelled.

Elections

Convention

- Meet with committee during convention to develop goals and action plan with budget
- Solicit nominees for Chair-Elect from Directorate Body and CCAPS membership
- Solicit nominees for Directorate Body
- Participate in Elections Chairs meeting

April

- Follow up with Directorate nominees, confirm contact and biographical information

May

- Submit goals and action plans to Commission Chair
- Collect professional interest and election statements from nominees

August

- Submit elections information to newsletter editor to be posted in Fall newsletter
- Provide the Commission Directorate membership a demographic profile of the existing Directorate membership by counseling profession, with size and type of institution represented

October

- Obtain current e-mail list of CCAPS general membership from ACPA

November

- Conduct election by e-mail for Directorate members and Chair-Elect

December

- Receive election results by e-mail, tabulate and inform Chair of results

January

- Nominees notified of election results by letter
- Directorate notified of new members by e-mail

Job Search Workshop

Convention

- Facilitate Job Search Workshops
- Meet with committee during convention to develop goals with action plan and budget

April

- Follow up with Placement Chair of Job Search Workshops

May

- Submit goals and action plans to Commission Chair

January

- Get dates and times of session from Placement Chair
- Solicit panelists for sessions
- Advertise sessions

Membership

Convention

- Recruit people to staff table at convention carnival table
- Coordinate convention carnival table
- Participate in Membership Chairs meeting
- Recruit members to greet at CCAPS Programs
- Recruit members to take brochures to various conferences and professional association meetings
- Host Networking Lunch
- Hold committee meeting during convention to develop goals, action plans and budget

April

- Mail brochures to members for distribution at conferences
- Review and revise visibility plan for convention

May

- Submit goals, action plan and budget to Commission Chair

January

- Solicit 'giveaways' for Showcase table and social
- Start carnival set-up
- Order items to promote CCAPS visibility at convention
- Plan lunch for new members and first time guest of CCAPS

February

- Recruit people to staff table at convention Showcase table

- Coordinate convention Showcase table
- Prepare materials for Showcase
- Advertise the Each One Bring One Contest
- Recruit members to greet at CCAPS Programs during convention

Newsletter

At Convention

- Meet with committee during convention to develop goals with action plan and budget

May

- Prepare post-convention issue, soliciting reports from committee chairs and liaisons, CCAPS chair and others.
- Post newsletter on commission website.

October

- Prepare fall issue, soliciting reports from committee chairs and liaisons, CCAPS chair and others.
- Post newsletter on commission website

February

- Prepare pre-convention issue which includes convention activities, programs, soliciting reports from committee chairs and liaisons, CCAPS chair and others.
- Post newsletter on commission website

Programs

Convention

- Solicit program reviewers for following convention
- Participate in Program Chairs meeting
- Solicit feedback from membership about programs for following year
- Meeting with committee during convention to develop goals with action plan and budget

May

- Submit goals and action plans to Commission Chair

June

- Get feedback on topics from the CEUs committee from evaluations

August

- Post Call for Programs via the newsletter, electronic mail, personal contact and special mailing
- Contact reviewers to see if still interested

September

- Submit names and e-mails to Peter Brown to set up review process

November

- Contact Continuing Education person to let them know that the preliminary process is complete

Publicity

Convention

- Distribute CCAPS-sponsored program brochures
- Meet to strategize how to publicize and increase attendance at next year's convention

February

- Create fliers, bookmarks and other materials with sponsored programs, other CE bearing programs, commission meetings, etc.

ACPA VISION AND MISSION (exempted from the ACPA website 2/2009)

ACPA Vision

ACPA leads the student affairs profession and the higher education community in providing outreach, advocacy, research, and professional development to foster college student learning.

ACPA Mission

ACPA supports and fosters college student learning through the generation and dissemination of knowledge, which informs policies, practices and programs for student affairs professionals and the higher education community.

ACPA Core Values

The mission of ACPA is founded upon and implements the following core values:

- Education and development of the total student.
- Diversity, multicultural competence and human dignity.
- Inclusiveness in and access to association-wide involvement and decision-making.
- Free and open exchange of ideas in a context of mutual respect.
- Advancement and dissemination of knowledge relevant to college students and their learning, and to the effectiveness of student affairs professionals and their institutions.
- Continuous professional development and personal growth of student affairs professionals.
- Outreach and advocacy on issues of concern to students, student affairs professionals and the higher education community, including affirmative action and other policy issues.

ACPA Core Functions

The following activities will characterize the ACPA:

- Providing high quality professional development opportunities
- Responding effectively to member interests with quality services
- Generating and disseminating knowledge
- Maintaining a systematic program of outreach and advocacy for students and student affairs educators
- Identifying and responding effectively to emerging professional issues faced by members.

G. ACPA ETHICAL PRINCIPLES & STANDARDS

Ethical Principles

These standards are: 1) Professional Responsibility and Competence; 2) Student Learning and Development; 3) Responsibility to the Institution; and 4) Responsibility to Society.

- *Act to benefit others.* Service to humanity is the basic tenet underlying student affairs practice. Hence, student affairs professionals exist to: a) promote healthy social, physical, academic, moral, cognitive, career and personality development of students; b) bring a developmental perspective to the institution's total educational process and learning environment; c) contribute to the effective functioning of the institution; and d) provide programs and services consistent with this principle.
- *Promote justice.* Student affairs professionals are committed to assuring fundamental fairness for all individuals within the academic community. In pursuit of this goal, the principles of impartiality, equity and reciprocity are basic. When there are greater needs than resources available or when the interests of constituencies conflict, justice requires honest consideration of all claims and requests leading to the equitable (not necessarily equal) distribution of goods and services. A crucial aspect of promoting justice is demonstrating an appreciation for human differences and opposing intolerance and bigotry concerning these differences. Important human differences include, but are not limited to, characteristics such as age, culture, ethnicity, gender, disabling condition, race, religion, or sexual/affectual orientation.
- *Respect autonomy.* Student affairs professionals respect and promote individual autonomy and privacy. Students' freedom of choice and action are not restricted unless their actions significantly interfere with the welfare of others or the accomplishment of the institution's mission.
- *Be faithful.* Student affairs professionals are truthful, honor agreements and are trustworthy in the performance of their duties.
- *Do no harm.* Student affairs professionals do not engage in activities that cause either physical or psychological damage to others. In addition to their personal actions, student affairs professionals are especially vigilant to assure that the institutional policies do not: a) hinder students' opportunities to benefit from the learning experiences available in the environment; b) threaten individuals' self-worth, dignity or safety; or c) discriminate unjustly or illegally.

Ethical Standards

1. *Professional Responsibility and Competence.* Student affairs professionals are responsible for promoting students' learning and development, enhancing the understanding of student life, and advancing the profession and its ideals. They possess the knowledge, skills, emotional stability and maturity to discharge responsibilities as administrators, advisors, consultants, counselors, programmers, researchers and teachers. High levels of professional competence are expected in the performance of their duties and responsibilities. They ultimately are responsible for the consequences of their actions or inaction.

2. *Student Learning and Development.* Student development is an essential purpose of higher education, and the pursuit of this aim is a major responsibility of student affairs. Development is complex and includes cognitive, physical, moral, social, career, spiritual, personality and educational dimensions. Professionals must be sensitive to the variety of backgrounds, cultures and personal characteristics evident in the student population and use appropriate theoretical perspectives to identify learning opportunities and to reduce barriers that inhibit development.
3. *Responsibility to the Institution.* Institutions of higher education provide the context for student affairs practice. Institutional mission, policies, organizational structure, and culture, combined with individual judgment and professional standards, define and delimit the nature and extent of practice. Student affairs professionals share responsibility with other members of the academic community for fulfilling the institutional mission. Responsibility to promote the development of individual students and to support the institution's policies and interests require that professionals balance competing demands.
4. *Responsibility to Society.* Student affairs professionals, both as citizens and practitioners, have a responsibility to contribute to the improvement of the communities in which they live and work. They respect individuality and recognize that worth is not diminished by characteristics such as age, culture, ethnicity, gender, disabling condition, race, religion, or sexual/affectional orientation. Student affairs professionals work to protect human rights and promote an appreciation of human diversity in higher education.

H. ACPA COMMISSIONS

Goals of ACPA Commissions

1. To expand the involvement of ACPA members by addressing their professional needs in specific content areas
2. To encourage ACPA members to affiliate with and to participate in Commissions
3. To respond to Commission members' need for information
4. To inform members of professional education opportunities
5. To provide members with professional education opportunities related to specialized interest areas
6. To provide opportunities for members to generate or to coordinate research in their specialized interest areas
7. To carry out special projects as assigned to Commissions by the Executive Council or the Director for Commissions
8. To carry out goals shared by some or all of the Commissions
9. To reward and recognize the contributions of members

Commissions and Their Missions

Administrative Leadership

The Commission for Administrative Leadership has as its overall mission the study of management concerns and emerging issues which face student affairs administrators nationwide. The “Umbrella Commission” has established task forces and interest groups which are investigating issues related to preparation of mid-level managers, alternative funding sources for student development programs, student volunteerism, serving people with disabilities, small college/university concerns and the reaffirmation of the 1967 Statement of the Rights and Freedoms of Students.

Admissions, Orientation and the First Year Experience

The Commission for Admissions, Orientation and the First Year Experience are professionals involved in enrollment management, orientation, admissions, high school-college relations and first-year experience activities. They are concerned with defining issues, exchanging information and sponsoring programs related to their areas of interest.

Housing and Residential Life

The members of the Commission for Housing and Residential Life provide leadership, in cooperation with ACPA and the profession in general, for student development in residence halls. Some of their areas of interest include multicultural programming, community development, needs assessment, AIDS, alcohol awareness, women’s concerns and legal issues.

Student Involvement

Efforts of the Commission for Student Involvement are directed toward a deeper understanding of college students – their characteristics, purposes, attitude, behaviors, mores, campus activities and community lives – as a basis for more effective planning of relevant programs for students. A major emphasis is on the integration of out-of-class activities with the formal academic curriculum.

Career Development

The Commission for Career Development synthesizes issues of the career counseling and placement field. In addition, the Commission serves to advance the profession through professional development opportunities and information exchange by sponsoring programs at the national convention, encouraging task force study of special issues, producing and distributing a members’ newsletter, and promoting the activities of other regional associations in the field.

Counseling and Psychological Services

The purpose of the Commission for Counseling and Psychological Services is to provide leadership and support for professionals dedicated to providing counseling and psychological services in settings of higher education within the context of student affairs. The Commission offers assistance and a professional network to counselors and psychologists who provide training for individuals whose career goal is to work in university, college and community college settings. Opportunities also are made available for continuing education credits for counselors and psychologists. Graduate student involvement is promoted as a means of assisting the transition to becoming a new professional and to provide opportunities to re-energize “seasoned” professionals through networking.

Wellness

Members of the Commission for Wellness are committed to promoting awareness and educating a broad base of professionals in various fields, as well as students, faculty and staff, about positive wellness lifestyle behaviors. The Commission recognizes wellness as an evolving process in which individuals participate in their personal and professional development by striving for a balance of activities in all aspects of their physical, social, spiritual, intellectual, emotional and environmental well-being.

Assessment for Student Development

The mission of the Commission for Student Development is to support and improve the ethical practices of research, evaluation and assessment projects designed to improve practice within the student affairs profession. The primary objective of the Commission is to provide a forum for communicating ideas and activities related to the broad topic of assessment (which includes research and evaluation), with a specific focus on the issue of assessment results for student development programming. The Commission encourages and supports research related to assessing student development and disseminates information concerning innovative use of assessment results in student development programming.

Global Dimensions of Student Development

The Commission for Global Dimensions of Student Development acts as a source of information for professionals interested in international education. The Commission strives to encourage the expansion of international studies programs for students, student affairs professionals, administrators and faculty; to promote the international exchange of persons in student affairs work; to encourage the development of research about international students studying in the United States and students from the United States who are studying and traveling abroad; and to work with other organizations promoting such endeavors.

Student Development in the Two-Year College

The Commission for Student Development in the Two-Year College is designed to promote the improvement of student development programs; enhance the professional development of student development personnel; and to serve as an advocate for student development programs in two-year institutions.

Professional Preparation

The Commission for Professional Preparation is committed to the recruitment, preparation and continuing education of student affairs professionals. Members work closely with the nation's graduate preparation programs with regard to the recruitment of new professionals, recommendations for curriculum improvement, and promotion of the continuing education needs of the profession's membership.

Academic Affairs Administrators (ACAFAD)

The Commission for Academic Affairs Administrators is a professional organization formed to serve advisement, academic actions, grading systems, articulation, admissions, orientation,

retention, class scheduling, curriculum and calendar planning. Associate memberships are also extended to graduate students pursuing degrees related to academic affairs/services administration. The Commission awards research grants each year in an effort to promote research in areas of primary concern to administrators. It also sponsors an annual national seminar for assistant and associate deans.

Campus Judicial Affairs and Legal Issues

The purpose of the Commission for Campus Judicial Affairs and Legal Issues is to encourage a commitment to the articulation and protection of rights and responsibilities within the academic community, to explore and provide information on legal issues and court decisions affecting students and the campus environment, to suggest approaches which contribute to the development of individual and group responsibility, and to stimulate implementation of judicial programs consistent with educational principles.

Academic Support in Higher Education

The Commission for Academic Support in Higher Education provides a forum within ACPA for professionals engaged or interested in learning assistance activities in two- and four-year post-secondary institutions. The Commission is concerned with major issues of professional identity, learning center functions, evaluation and other research strategies. Their work is to translate the findings of the human learning process into instructional programs.

Commuter Students and Adult Learners

The Commission for Commuter Students and Adult Learners supports the commuter/adult students at institutions of higher education through programs and services which enhance their academic and personal development. Additionally, the Commission provides support for professionals from the seasoned veteran to the graduate student in their work with commuters and adult students.

Alcohol and Other Drug Issues

The Commission for Alcohol and Other Drug Issues was established in 1989 to serve as a mechanism for professional identity, development and involvement of persons engaged in alcohol and other drug education, prevention and treatment work in higher education.

Establishing Commissions

1. A Commission may be established or appointed only by the President with the approval of the ACPA Governing Board and ACPA Assembly.
 - a. The Coordinator of Commissions will submit a recommendation that a new Commission be established. This recommendation would be based on a majority vote of the current Commission Chairpersons.
 - b. To be considered by the Commission Chairpersons the group should have functioned as a task force or a committee affiliated with ACPA for a minimum of two years and have presented evidence to the Commission Chairpersons at either their annual or mid-year meeting that the group has done the following:

- 1) Stated purposes and goals that are compatible with and enhance the achievement of the general objectives for Commissions and the mission of ACPA
 - 2) Been involved in presenting programs or workshops at the ACPA annual convention and/or other affiliated conferences
 - 3) Achieved sufficient active and potential membership to make the group a viable, progressive Commission
 - 4) Prepared a proposal that outlines:
 - a) Specific objectives
 - b) Proposed activities
 - c) Definition of the proposed relationship of the Commission to other ACPA structures and other professional organizations
 - d) Proposed target population within the general membership
2. Upon approval of the ACPA Governing Board and ACPA General Assembly, a Commission becomes an agency of ACPA.

Maintaining Commissions

1. Commissions should reassess themselves on a regular basis (at least every three years) to assure continued viability and effectiveness. Models of assessment will be available for selection by each Commission, or the Commission can create its own design with the approval of the Coordinator of Commissions.
2. Assessment will also include publication of the Commission's three-year plan (subject to annual modification), which is to be formulated as part of the Commission's evaluation report and submitted to the Coordinator of Commissions.
3. Commissions which fail to maintain an evaluation cycle, or which demonstrate (through their evaluation report) that they are no longer viable, are subject to deactivation.

Deactivating Commissions

1. A Commission may be deactivated by a vote of the ACPA Governing Board and ACPA General Assembly. The Coordinator of Commissions shall make a recommendation for such action based on a majority vote of the current Commission Chairpersons at their annual meeting during the national Convention.
2. Deactivation of a Commission may be initiated by:
 - a. The Chairperson and Directorate Body of the Commission wishing to be dissolved
 - b. In the absence of a Chairperson and/or functioning Directorate Body, a member or members of the Commission may initiate action through the Coordinator of Commissions
 - c. The Coordinator of Commissions may call for such a motion from the Commission Chairpersons or it may be made from the floor
 - d. The Association President may request such actions be considered by the Commission Chairpersons

3. Prior to the recommendation for deactivation by the Commission Chairpersons the following immediate steps should be taken:
 - a. When a request for deactivation has been initiated, or when it becomes apparent that a commission is having problems (i.e., lack of viable constituency, officers, Directorate Body, programming, etc.), the Coordinator of Commissions shall assume the responsibility for determining if some remedial action can be taken to salvage the Commission. The Coordinator may wish to appoint a task force to assist in this work.
 - b. After a determination has been made that the Commission should be deactivated, a preliminary recommendation should be voted upon by the Commission Chairpersons. This action shall be taken at the annual convention with the recommendation for deactivation to be forwarded to the ACPA Governing Board and ACPA General Assembly at the close of the following annual convention. This would allow the Commission one year to effect remedial measures. A progress report shall be made at the intervening mid-year meeting of the Commission Chairpersons.
 - c. Notice of the preliminary recommendation for deactivation shall be communicated verbally and in writing to the Chairperson and Directorate Body members of the commission in question by the Coordinator of Commissions. Notification of deactivation shall also be included in at least two issues of the *APCA Developments* and shall include an invitation for interested members to present a rationale for continuation of the Commission in writing to the Coordinator of Commissions or in person at the mid-year and/or annual meeting of the Commission Chairpersons.
 - d. If satisfactory progress has not been noted by the annual meeting of the Commission Chairpersons, the final recommendation for deactivation shall be forwarded to the ACPA Governing Board and ACPA General Assembly for their consideration.

Removal of a Commission Chair

1. A Commission Chair shall be subject to removal from the position for proper cause.
2. Proper cause is defined in the ACPA Bylaws Section 4.06 (Removal). Removal of an officer shall be without prejudice to his or her contract rights, if any, and the election or appointment of an officer shall not of itself create contract rights. The guidelines for removal are as follows:
 - a. Any officer may be removed for just cause.
 - b. Grounds for removal of an officer include:
 - 1) Violation of Association policy, procedures or ethical code;
 - 2) Failure to perform the duties of the office as set forth in the Bylaws and the policies of the Association;
 - 3) Gross impropriety in carrying out the duties and responsibilities of the office;
 - 4) Inability to properly carry out the duties and responsibilities of the elected office;
 - 5) Failure to uphold the provisions of the Bylaws.
3. Procedures for removal of a Commission Chair shall be as follows:
 - a. Upon submission of a request for removal of a Commission Chair via written statement of evidence of proper cause, signed by one-third of the Directorate Body

- members of that Commission, the Coordinator of Commissions is required to present the matter to the full Directorate Body for a vote.
- b. The Coordinator of Commissions will notify the Chair involved by mail of the request for removal within two weeks. Such notification shall include the allegations involved in the request for removal and ask for a written response to the request.
 - c. The Chair involved has the right to present a written response to the request for removal within two weeks of receipt of the request for removal.
 - d. The Coordinator of Commissions will conduct the vote in the following manner:
 - 1) Within two weeks after receipt of the written response (if any) the Coordinator of Commissions must conduct a ballot of the full Directorate Body.
 - 2) The ballot must include the original request for removal, including the specific allegations of proper cause and the written response, if desired by the Commission Chair.
 - 3) The full Directorate has two weeks to respond to the ballot. Upon a two-thirds vote for removal by the members of the Directorate Body, the Chair position is declared vacant by the Coordinator of Commissions and normal procedures for filling the vacancy will be followed.

IMPORTANT CONTACTS

NASW
Accounting Office (CE Approval Program)
750 First Street
NE Suite 700
Washington, DC 20002-4241

Ms Ann Bowers
ACPA Archivist
Assistant Director and University Archivist
Bowling Green State University
Bowling Green, OH 43403
419-372-2411