



## PROFESSIONAL DEVELOPMENT COMMITTEE

### Overview

The Professional Development Committee is tasked with the development, implementation, and evaluation of professional development opportunities for all International ACAC members. We rely heavily on input from our membership to provide opportunities by means of the International ACAC summer conference, Pre-Conference Institute, Regional Institutes, Webinars and other (online) resources, and the International ACAC Counselor Bus Tour. The committee collaborates with other International ACAC committees as well as NACAC and other affiliates on a project-basis.

### Responsibilities

#### International ACAC Summer Conference

- Collaborate on format of sessions
- Collaborate on content/selection of sessions

#### Webinars, Thematic Quarters and other continuous PD offerings

- Topic Selection
- Recruitment of Presenters
- Resource Management (in collaboration with the Communications Committee)
- Development of new resources
- Recruitment of Bloggers, Presenters, Mentors etc.

#### International ACAC Pre-Conference Institute

- Curriculum design
- Faculty Recruitment and Communication
- Implementation of Program

#### International ACAC Regional Institutes (in collaboration with the Advocacy and Outreach Committee)

- Curriculum design
- Faculty Recruitment

#### International ACAC Bus Tour

- Planning
- Marketing

- Implementation

#### Data Analysis

- Analyze data gathered from all PD offerings
- Provide Guidance for improvement of current PD offerings and development of new PD offerings based on data

#### Mentor Year Program

- Support for monthly newsletter
- Support for all-group meetings (identifying topics/speakers, developing materials)

#### **Level of Commitment**

There are cycles where the work becomes significant. At most, four hours a week, and often less. Pre-Conference chairs are expected to attend the annual conference and need to be available to implement the Institute. Bus Tour leaders are also expected to attend the annual conference and then travel with and run the bus tour.

#### **Necessary Traits or Qualities**

A Professional Development committee member should have a passion and commitment to helping others access professional development opportunities. We are looking for the following traits:

- Listener (being able to translate our membership's wishes into PD opportunities)
- Proactive (proposals for further PD offerings, tapping people who might be interested in offering a webinar/session/chat)
- Collaborator
- Sensitive to Deadlines
- Creative Thinker

#### **Challenges and Growth Areas**

Growth area: working toward offering year-round professional development that is not reliant on in-person programs, as not all members can attend all conferences and institutes. As a committee, we need to look at ways to grow online resources through our website and develop useful content that can support our members' needs.

Challenge: collecting useful data to drive professional development programmatic development

#### **Goals**

- Implement a year-round program of PD around themes/conference sessions
- Obtain more/more continuous feedback from members on PD offerings
- Investigate a cohort-based approach for continued PD

#### **Term Length**

Three Years. Each person is an active member of the committee for three years, with the term beginning on July 1 of the first year and ending on July 31 of the third year. Bus tour co-directors are a three-year term, with the same effective dates and a separate application process.

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