



# AACRAO

*Advancing Global Higher Education*

## PROFESSIONAL ACTIVITY COMMITTEE CHAIR GUIDE

---

2018-2019 UPDATE

# Table of Contents

List of Committees by Board Assignment.....	1
Committees Organizational Chart .....	5
General Committee Information .....	7
Guidelines for Professional Activity Committees.....	9
Annual Planning for Committees.....	11
Committee Goals and Objectives .....	11
Transition of Committee Chairs.....	12
AACRAO Committee Mission, Objectives and Action Plans.....	13
AACRAO Committee Activity Report .....	15

---

## I . LIST OF COMMITTEES BY BOARD ASSIGNMENT

---

### **No Group Assignment**

- College & University Editorial Board  
Reviews articles, selects those appropriate for publication, and establishes procedures and guidelines for the publication of AACRAO's scholarly research journal.
- Nominations and Elections Committee  
Solicits calls for nominations for the Board of Directors and for the Nominations and Elections ballot from the AACRAO membership, presents a slate of officers to the membership for Board of Directors vacancies and conducts and election for the Nominations and Elections Committee.

### **President**

- Board of Directors  
Sets policy and guidelines for the association; includes Administrative, AACRAO Annual Meeting hotel and site selection, and all association Taskforces.
- Public Policy Advisory Committee

### **President-Elect**

- Annual Meeting Evaluation Committee  
Develops instruments and procedures to evaluate all aspects of the Annual Meeting; summarizes and reports results to the new AACRAO president by June 30.
- Annual Meeting Program Committee  
Develops the AACRAO Annual Meeting program.
- Annual Meeting Volunteers  
Recruit and coordinate volunteers for the AACRAO Annual Meeting.

### **Past President**

- Awards Committee  
Recognizes the outstanding professional development activities of AACRAO members through the SunGard APEX Award, the Award for Excellence in International Education, the Distinguished Service Award, the Elbert W. Ockerman State and Regional Professional Activity Award, the Exemplary New Member Award, the Founders Award for Leadership, Honorary Membership and the Thomas A. Bilger Citation for Service.

### **Group I: Admissions and Enrollment Management**

- Admissions Policies and Practices Committee  
Makes AACRAO members cognizant of existing, developing, and in-place processing systems; provides services relating to new developments and techniques in hardware, software, and office practices which enhance admissions systems.
- Enrollment Management and Retention Committee  
Promotes an understanding of the institutional enrollment management concept; develops and promotes effective techniques to predict outcomes and assess results.
- Financial Aid and Enrollment Services Committee  
Promotes communication and awareness of issues which link financial aid to the recruitment, admissions, enrollment and retention activities in postsecondary education institutions.
- Recruitment and Marketing Committee

Promotes and increases the understanding of professionally acceptable methods of attracting and enrolling various constituent student groups; facilitates the exchange of methodologies and techniques used in recruitment and marketing.

- School-College Relations Committee  
Addresses concerns that pertain specifically to high schools and acts as a medium for relevant discourse and projects.
- Transfer and Articulation Committee  
Promotes communication and articulation between secondary and postsecondary educational institutions.

#### **Group II: International Education**

- International Admissions Committee  
Sponsors workshops on international admissions; writes, edits, and maintains resource materials in the international admissions area; plans the international educators luncheon at the Annual Meeting.
- International Evaluation Standards Council  
The International Evaluation Standards Council (IESC) was established in 2001 along with the International Publication Advisory Committee (IPAC) to meet the changing needs of the AACRAO membership interested in international education. The committee is involved in the research and publication of international resource materials and the approval of placement recommendations. Membership for the IESC was not appointed in 2001 with the understanding that appointments would be made in the event of the demise of the inter-organizational National Council on the Evaluation of Foreign Educational Credentials. The Council was disbanded in 2006, and at that time membership for the IESC was appointed.
- International Recruitment and Marketing Committee  
Addresses specific and emerging issues affecting international exchanges and international student services at U.S. colleges and universities. Examples of issues include, but are not limited to, recruitment, orientation, housing, and immigration tracking.
- International Publication Advisory Committee (IPAC)  
Composed of five members and chaired by the VP of International Education, IPAC is Responsible for advising and determining publication needs in the international education field; recruiting and selecting authors; recommending options for publication.
- Study Abroad Committee  
Plans and presents programs dealing with study abroad by U.S. students that are timely and of interest to AACRAO members; encourages professional development by planning workshops and producing resource materials.

#### **Group III: Records and Academic Services**

- Academic Progress Committee  
Includes retention, gpas, degree audits, risks, support, advising, all items getting students to graduation
- Graduation Committee  
Includes diplomas, awards, honors, regalia, commencement, certifications, badges, and all things that have to do with end-of-college-career items
- Records and Services for Distinct Populations Committee  
Provides programming and promotes policies and best practices relating to services provided to students and faculty in non-traditional education programs and populations including but not limited to adult learners, the military and veterans (including certifications), students with disabilities, online and other distance education programs, certificate programs (both undergraduate and graduate), and learning communities.
- Registration and Academic Support Committee

Promotes improvements in registration techniques at all AACRAO member institutions, looking specifically at registration, orientation, academic advising support, degree audit, facilities management, and course schedules.

- Student Academic Records Committee  
Looks at grading systems and processing, records management and retention, determination of academic standing, credentials fraud, office and records security, transcript practices, enrollment certification, athletic eligibility, veterans certification, student directories, institutional reports.

#### **Group IV: Leadership and Management Development**

- Mentor Services Committee  
Coordinates activities and sessions that orient members of the association and attendees at the annual meeting. Promote mentoring among AACRAO members to support the success of individuals and to strengthen leadership succession in the organization. Provide mentoring resources, support to new members of the association and new members of the profession, and plan professional meeting sessions.  
Responsibilities include but are not limited to:
  - § First-time Attendees
    - o Coordinate Session
    - o Arrange Mentors/Facilitators
  - § Oversight of first-time attendees booth
  - § Presenting Annual Meeting Sessions
    - o How to get involved with AACRAO
    - o Navigating the AACRAO website
    - o AACRAOnyms
    - o Professional Mentoring Opportunities
- Professional and Staff Development Committee  
Promotes and monitors professional development opportunities by identifying, recommending, evaluating, and implementing activities as appropriate.
- State and Regional Relations Committee  
Through its intermediary role in the exchange of materials, information, and resources including professional meeting sessions, promotes maximum professional enhancement for AACRAO members at the state and regional levels.
- Federal Compliance Committee  
Assists members in understanding and complying with federal reporting requirements.

#### **Group V: Access and Equity**

- Community College Issues Committee  
Addresses concerns that pertain specifically to two-year and community colleges and acts as a medium for relevant discourse and projects.
- Graduate and Professional School Issues Committee  
Addresses concerns that pertain specifically to graduate and professional schools and acts as a medium for relevant discourse and projects.
- Professional Access and Equity Committee  
Encourages entry into the profession, identifies opportunities, and promotes the involvement of underrepresented groups in the profession and in AACRAO activities; acts as a forum for concerns of the caucus groups; serves as a channel to the Board of Directors for such groups.
- Small Colleges Issues Committee

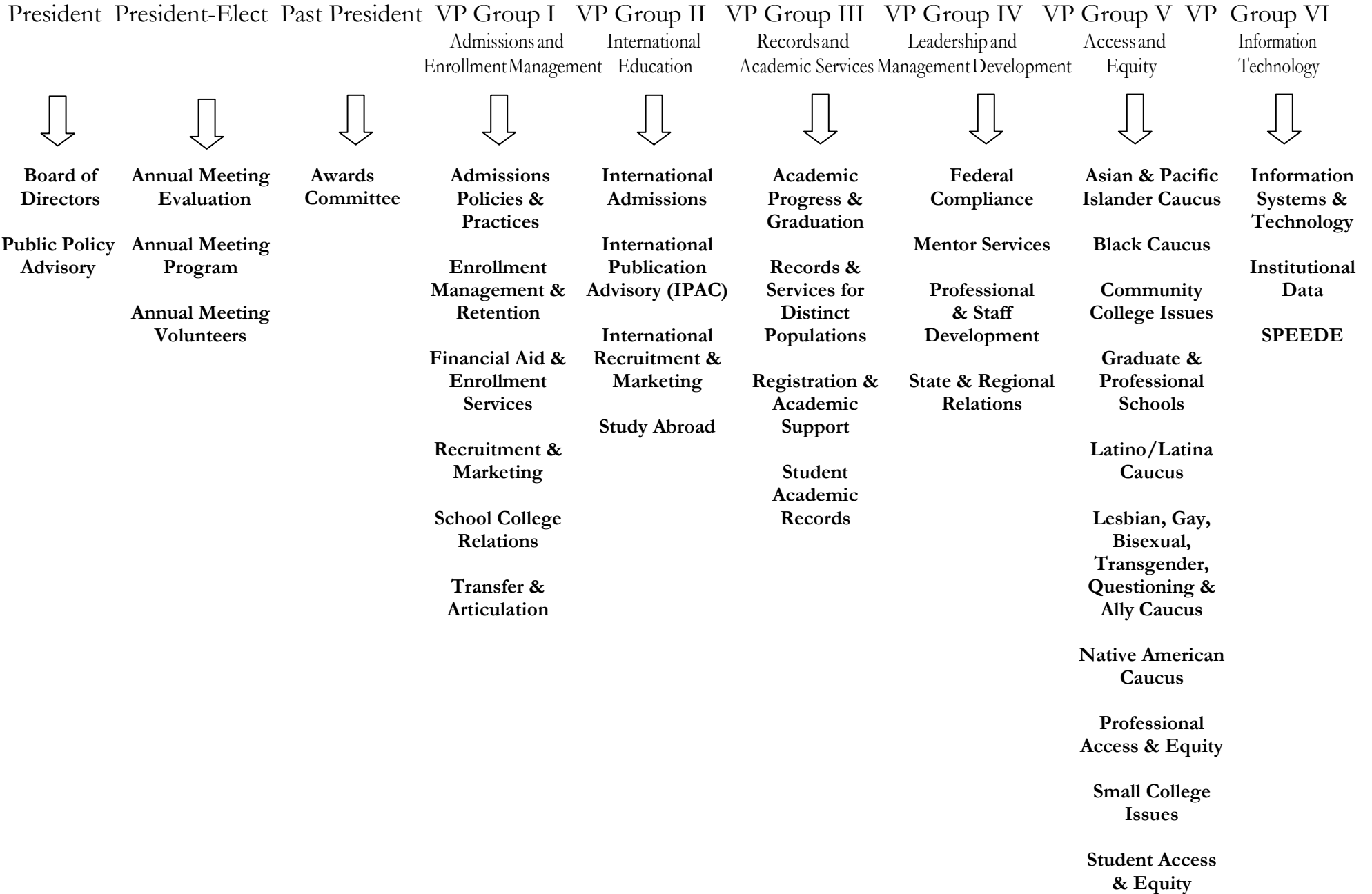
Addresses concerns that pertain specifically to small colleges and acts as a medium for relevant discourse and projects.

- Student Access and Equity Committee  
Responsible for all issues relating to minority students accessing postsecondary institutions, including graduate and professional schools.

**Group VI: Information Technology**

- Information Systems and Technology Committee  
To identify, promote, review and inform the membership of current and emerging information systems technology developments, and related best practices in higher education.
- Institutional Research Committee  
Promotes, identifies, reviews, and informs the membership of research developments dealing with the operations of higher education institutions' enrollment strategies and forecasting.
- SPEEDE Committee  
Develops and assists with the implementation of standards for electronic data interchange for student transcripts, admission applications, and other educational records.

# ORGANIZATIONAL CHART







---

## II. GENERAL COMMITTEE INFORMATION

---

### SELECTION OF PROGRAM COMMITTEE CHAIR AND COORDINATORS

The Board appoints a Vice-Chair prior to the December Leadership Meeting held 15 months before the Annual Meeting. The Vice-Chair serves a two year term, the first as the Vice-Chair and the second as the Chair.

Program Committee coordinators who are Group representatives are appointed by their respective Vice Presidents to serve a three year term beginning and ending with the Annual Meeting. Vice Presidents and their respective Program Committee coordinators are to have staggered term appointments to ensure that a new vice president will inherit an experienced coordinator. A coordinator in his/her third year on the Program Committee will overlap one year with the newly elected Vice President. In the first year of a vice president's term on the Board, s/he will appoint a new coordinator who will begin in the vice president's second year on the Board.

The President-elect appoints the Program Committee coordinator who assists the AACRAO Office with workshops and AACRAO office sessions.

### COMMITTEE RESPONSIBILITIES AND IMPORTANT MEETINGS

The Professional Activities Committees (PACs) are responsible for the majority of the professional activities of AACRAO and to enrich AACRAO as a whole; PACs are not solely responsible for Annual Meeting Planning. They also assist with writing articles, designing surveys, conducting research, delivering webinars, creating content for the web, suggest content for the other conferences (SEM, Tech & Transfer) and other ways that enhance and increase AACRAO members' knowledge and skills. There are a series of meetings that each Chair should have noted in a calendar and should attend.

#### *December Leadership Conference:*

New Committee Chairs meet at the annual Leadership Conference in Washington, D.C. in conjunction with the Board of Director's meeting. During this two- to three-day meeting, attendees discuss topics relating to advancement of the profession, the value of volunteerism, and leadership opportunities in AACRAO. In addition, part of the meeting will be devoted to meeting with the group Vice Presidents and Board Members, the Executive Director, and other AACRAO Office staff to discuss details for Annual Meeting sessions for the coming year and committee projects and activities, as well as the future direction of AACRAO.

#### *The Annual Meeting*

Committees sponsor sessions and workshops at the Annual Meeting. It is anticipated that committee members will be present at the Annual Meeting each year for the full meeting. However, it is not a requirement of committee membership to attend the Annual Meeting. Chairs are expected to be in attendance. The committees meet on opening day of the Annual Meeting and are encouraged to schedule other meetings as appropriate during that week. As soon as possible in conjunction with the Annual Meeting, the Vice President, in conjunction with the Chair, will appoint a Vice Chair who will often, but not always, assume the Chair of the committee the following year.

### *Special Committee Meetings*

Committees normally conduct business during the Annual Meeting, through conference calling, and electronically throughout the year. Committee Chairs may request an additional meeting during the year when activities require. Since AACRAO funds will be used to underwrite the costs of these meetings, requests should be submitted to the appropriate Board Member. Advance approval of the meeting by the Vice President is absolutely required, as funding must be secured. This process should be initiated several months in advance of any planned meeting.

## COMMITTEE APPOINTMENT PROCESS

### *Length of Appointment*

Committee member appointments are for three years, with additional years if selected as vice chair and then chair. To ensure both reasonable continuity and to stimulate rotation, there will be a proportionate ratio of first-time committee members and returning committee members.

Exceptions to the three-year appointment limitation are made when situations arise involving an exceptional level of expertise, underrepresentation, or participation in an on-going project.

Any exceptions should be decided by the Board or the Executive Director through whom the appointed member reports.

### *Criteria for Selection*

The following criteria for selection should be considered in making appointments. Their order does not suggest priority or rank.

- Must be a voting AACRAO member.
- Ability to attend the Annual Meeting during their term of appointment (recommended but not required).
- Previous service to AACRAO through Annual Meeting session or workshop presentations, committee or task force assignments, publications, etc.
- Previous service to state/regional associations.
- Proportionate number of first-time appointments to ensure new ideas and perspectives and to develop new leadership.

To preserve AACRAO as an association representing institutions of higher education, only Voting Members of the Association may ordinarily serve on its committees and taskforces. In exceptional cases where the appointment of other individuals with particular expertise on a topic is deemed to be in the best interest of the Association, the Board shall have the authority to appoint such individuals to AACRAO committees and taskforces.

A committee member or committee chair who, during the course of a term of service, fails to qualify as a voting member for a period of ninety (90) days due to loss of employment or some other circumstance, shall be removed from committee service.

Additionally, committee membership should consist of representation of the membership's diversity to adequately represent size and type of institution, geography, race/ethnicity, gender, and sexual preference. If the information is available, applicants denied committee seats in previous years because of lack of vacancies should receive advance consideration if they apply for a committee position.

At least one year should pass after the completion of an AACRAO-appointed position before an individual is appointed to another committee or appointed position (although concurrent membership on the Nominations and Elections Committee is permissible).

### *Solicitation of Applicants and Their Appointments*

AACRAO members request committee appointment via the AACRAO web page. AACRAO members complete the online committee application request. It is possible to select several committees by preference on the form. Once completed, the information is forwarded to the appropriate Board Member. If the decision is made not to appoint the member to the first committee of choice, the second committee of choice is considered, and then the third. It is unusual for a member not to receive at least one of his/her top choices. All appointments should be done in consultation with the Board Member (usually VP) and the committee Chair.

Committee Chairs should also recruit committee members to promote service opportunities, diversity, and the opportunity for leadership development.

Committee appointments should take place prior to the Annual Meeting dates, but may occur throughout the year.

---

## **III. GUIDELINES FOR PROFESSIONAL ACTIVITY COMMITTEES**

---

### **SUGGESTIONS FOR COMMITTEE CHAIRS**

#### BEFORE THE ANNUAL MEETING

- Contact all committee members, new and returning, to remind them of Annual Meeting dates and times, encourage appropriate travel schedules to allow for committee meetings, and provide information on activities to take place during the week, including an agenda for the meeting.
- Ask each committee member to bring two Annual Meeting session topics to the meeting or submit proposals in advance via the AACRAO website.
- Prepare a list of committee members and addresses to be distributed at the meeting.

#### SUGGESTED AGENDA FOR THE COMMITTEE MEETING AT BEGINNING OF THE ANNUAL MEETING

- Get acquainted.
- Review sessions for this year's meeting and resolve any problems.
- Ask committee members to attend a session sponsored by the committee to provide feedback before the end of the meeting.

- Review Committee Goals and Objectives and submit suggested changes to the appropriate Board Member.
- Review special projects in progress.
- Ask for new project suggestions and submit proposals for suggested projects to the Vice President.
- Discuss proposed session topics for next year (members should bring program suggestions to this meeting).
- Decide how session topic data will be entered into the information system (for example, committee members may do their own data entry, or a few volunteers can do all the work for the committee).
- Develop the committee's meeting schedule throughout the week and an agenda for each meeting.
- Identify potential articles for *College & University* or other AACRAO publications, based either on committee expertise or conversion of a session.
- Submit nominations for leadership to the Nominations and Elections Committee and recommend members who have provided extraordinary service for the various AACRAO awards.
- Identify potential committee members and ask them to apply for committee membership.
- Submit appropriate presenter request forms for non-members.

#### SUGGESTED AGENDA DURING THE ANNUAL MEETING

- Review current sessions to determine if any should be repeated. If some are to be repeated, discuss modifications.
- Review program recommendations for next year's meeting.
- Discuss possible presenters for recommended programs.
- Rank recommended programs and determine which ones to delete, if any.
- Make sure each committee member is responsible for at least one program and avoid having one person responsible for more than two. It may be necessary to assign a program to someone other than the person who suggested it.
- Review roundtable and workshop recommendations.

#### PROGRAM DEVELOPMENT MONITORING SUGGESTIONS

- A few weeks after the Annual Meeting, send a message to each of your committee members, reminding them of any tasks and offering help.

- If a committee member volunteers to do a program, try to assess if the person is a good presenter. If not, consider other presenters for a possible panel.
- Use e-mail for quick responses.
- Proofread descriptions for content and grammar. Proofread titles for clarity. Edit where necessary.

---

#### **IV. ANNUAL PLANNING FOR COMMITTEES**

---

##### **CALENDAR OF ANNUAL MEETING ACTIVITIES FOR COMMITTEES**

###### **DECEMBER**

Incoming committee chairs attend the leadership meeting in Washington, DC.

Write to new committee members, welcome them and notify them of the meetings times during the Annual Meeting week. Write to continuing members, reminding them of their session responsibilities and their attendance at the meetings.

###### **MARCH**

Outgoing Chair submits a Committee Activity Report to the Vice President two weeks prior to the Annual Meeting. (The sample form is attached, page 13.)

Incoming Chair submits Mission, Objectives, and Actions Plans report to the Vice President two weeks prior to the Annual Meeting. (The sample form is attached, page 12.)

###### **JUNE-JULY**

Remind committee members to finalize workshop/session presenters and moderators to participate in the next Annual Meeting.

Follow up with requests for potential expenses or honoraria for nonmember presenters and notification of additional workshop/session to the Program Committee by the end of May.

Finalize the appointment of Vice Chairs with the respective Vice Presidents.

---

#### **V. COMMITTEE GOALS AND OBJECTIVES**

---

##### **GENERAL GOALS AND OBJECTIVES FOR ALL COMMITTEES**

- 1) Each committee chair reviews the currently defined committee goals, objectives, and responsibilities with the committee members at the Annual Meeting to ensure that they are accurate, and that all members have a mutual understanding, as they enter the new year.
- 2) Each committee develops and maintains goal statements that will result in valuable and worthwhile contributions to AACRAO.

- 3) Any existing goal statements that are meaningless, redundant, or irrelevant should be eliminated.
- 4) Each goal should be tied to a specific, cited section of AACRAO's Strategic Plan.
- 5) Chairs submit a typed copy of the updated or revised goals and objectives to the appropriate Board member two weeks prior to the Annual Meeting.
- 6) Committees keep the AACRAO membership informed of their activities through reports to the appropriate Board members, AACRAO electronic newsletters, and articles submitted to *College & University*.

---

## VI TRANSITION OF COMMITTEE CHAIRS

---

- 1) Each committee Chair is responsible to the appropriate Board member for knowing the duties, responsibilities, and activities described in this handbook. An informed and responsible chair is essential for an effective and creative committee.
- 2) Chairs should organize their committees to work productively at a professional level.
- 3) The current Chair is responsible for working closely with the Vice Chair throughout the year and for scheduling a transition meeting, probably to be held early in the week of the Annual Meeting, if the Vice Chair is to assume the Chair position.
- 4) The PAC chair for next AM assumes full responsibility for committee on the opening day of the Annual Meeting. The focus for the committee is on development of future offerings & content in various formats for increasing AACRAO members' knowledge and skills. The chair develops rapport with his/her committee throughout the week to address committee responsibilities and content development which continues throughout the year via email and conference calls.
- 5) The outgoing chair should write letters of appreciation to each of the committee members who served during the past year.



**AACRAO COMMITTEE  
MISSION, OBJECTIVES, AND ACTION PLANS  
2018-2019**

Due: Two weeks prior to the Annual Meeting to Vice President

**COMMITTEE:** \_\_\_\_\_

**MISSION:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OBJECTIVES:**

1. \_\_\_\_\_  
\_\_\_\_\_

**Action Plan:**

a. \_\_\_\_\_  
b. \_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

**Action Plan:**

a. \_\_\_\_\_  
b. \_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_

**Action Plan:**

a. \_\_\_\_\_  
b. \_\_\_\_\_

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_







**AACRAO Committee Activity Report  
2017-2018**

Due: Two weeks prior to the Annual Meeting to Vice President

**Committee Title:** \_\_\_\_\_

**Committee Members:** List the title and author of the items that this committee suggested for the Annual Meeting program sessions.

---

---

---

**Annual Meeting Programs:** List the programs sponsored by this committee that were presented at the annual meeting. Include the program title and presenters.

---

---

---

---

**What other activities is the committee involved in (examples: workshop development, publications, etc.)?**

---

---

---

---

**Recommendations for improvement to the committee:** Offer suggestions as to how this committee could be improved.

---

---

---

---

**Sunset Provision:** Give your recommendation and reasons as to why this committee should be continued, discontinued, or modified.

---

---

---

---

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_