

## **BOARD OF DIRECTORS, COMMITTEE, AND ACTIVITY REPORTS**

**ACCTA Annual Report 2016-2017**

**Annual Conference**

**Denver, Colorado**

**September 9<sup>th</sup> – September 13<sup>th</sup>, 2017**



### **1. ARCHIVES COMMITTEE**

***Submitted by: Dr. Julie Corkery, Chair***

This was a routine year for the Archives and History Committee, with only a few activities to report:

- Dr. Natasha Maynard-Pemba coordinated the annual conference picture.
- Julie sent recordings and photos to Dr. Daniela Burnworth, ACCTA Board Member, as she developed plans for the 40<sup>th</sup> Anniversary Celebration. The recordings included videos from the 20<sup>th</sup> and 25<sup>th</sup> anniversaries, along with digital copies of photo albums.
- Julie and the Board engaged in conversation about the best way for ACCTA to store its Archives, including cloud-based options. Currently, Julie stores a copy of many digital items on the University of Iowa University Counseling Service server, so that it is protected and backed up regularly. Dr. Kathlyn Dailey, previous Archives Committee Chair, digitized all the materials.

The Archives and History Committee is in need of a new chair. The task requires little work throughout the year. It will be helpful to have some familiarity with social media, given that ACCTA Conference photos are currently submitted and stored on Facebook. It is a great way to get involved and learn about ACCTA's history. I'm happy to talk with anyone who might be interested in taking over this position.

### **2. AWARDS AND ACKNOWLEDGEMENT**

***Submitted by: Drs. Sterling Watson and Broderick Leaks***

The following is a summary of the activities of the Awards and Certificates Chairs for the 2016-2017 year:

- (1) Calls for nominations to ACCTA membership listserv for the 2017 Helen Roehlke Award to be initiated June 26<sup>th</sup> 2017
- (2) Nominations will be compiled from members' nominations for the Helen Roehlke Award for the ACCTA Board and Officers to consider. Votes will be tallied from the Board and Officers. The President and the Awards Chairs shall identify the recipient of the award.
- (3) The Chairs shall coordinate the production of plaques, including wording, in collaboration with the President, for the Helen Roehlke Award recipient, outgoing ACCTA Officers, and the Diversity Scholars.
- (4) The Chairs will coordinate wording for the outgoing President plaque with the President-elect.
- (5) The Chairs will discuss potential gifts with the President, for Board and SCD-SC members to be recognized by ACCTA at the annual conference for their contributions to ACCTA.
- (6) The Chairs will coordinate with 40<sup>th</sup> anniversary committee to see how this committee can support their acknowledgments of this hallmark for ACCTA.
- (7) The Chairs will order plaques to be produced and shipped.
- (8) Awards chairs will make sure certain plaques are mailed to a member close to the conference site to be transported to the ACCTA Conference in Denver, Colorado in September 2017.

### **3. CARE AND COMPASSION COMMITTEE**

*Submitted by: Dr. Terri Rhodes, Chair*

The role of the Care and Compassion Committee is to respond to ACCTA members with cards and/or small gifts in response to health issues, deaths, or crisis experiences that members might face on their campuses.

During the 2016-17 year: five care packages were sent to counseling centers and their training directors to show support for those centers as they managed crises that happened on their campuses, and for some in their larger communities. There were five examples of campuses managing significant violence. Two care packages were sent to ACCTA members who were managing significant health issues. Cards of support were sent to ACCTA members who were managing other kinds of campus challenges such as the death of a staff member and weather related issues. We have had a wonderful response to these small, yet important acts of reaching out to our fellow ACCTA members in times of need. A description of the Care and Compassion role and link to Terri Rhodes email has been added to the ACCTA website so that members can contact the committee when they know of ACCTA members who are experiencing health concerns or other crises.

### **4. CONFERENCE PROGRAMMING**

*Submitted by: Drs. Christina Carroll-Pavia and AY Bryant*

The following is a summary of the activities of the conference program Co-Chairs

- During 2016 Conference Board meeting, Co-Chairs proposed creating a pre-conference series for new training directors to be implemented during the 2017 conference. After receiving feedback from membership via the annual survey, the board moved forward with a plan for a half-day pre-conference occurring in the afternoon of the first day of the conference. Programming for the pre-conference was solicited through the 2017 Call for Programs.
- Following Board discussion and feedback from Conference Program Co-Chairs, it was decided to discontinue the Innovations Showcase after the 2016 conference.
- The following updates were added to the 2017 Call for Programs:
  - Earlier call time and deadlines to allow for earlier notification to presenters and earlier publication of the conference schedule to membership.
  - Information about pre-conference programming and solicitation of proposals.
  - A selection rubric for conference programs, as developed by the Co-Chairs in consultation with the President.
  - A statement of encouragement for presenters to provide their own equipment, if possible, to reduce AV costs for ACCTA.
  - Instruction for presenters to include learning objectives and references in their submission to ensure compliance with APA CE requirements.
- Continued coordination with the SCD and SCD Board Liaisons around programming for 2017 Culture Sharing and SCD unopposed program.
- Coordinated with CE Co-Chairs to review 2017 conference program submissions to ensure compliance with APA CE requirements.
- Co-Chair created a database detailing the history of conference concurrent programs and presenters since 2007.
- Upon receiving conference proposals that included non-ACCTA members, Co-Chairs consulted with the Board about how to proceed. Following Board discussion, it was clarified that conference presenters and

- Looking ahead, Co-Chairs recommend ongoing updates and revisions to the Call for Programs and Conference Program Proposal forms, including a possible update of language regarding meeting APA requirements for CE-bearing programming.

## **5. CONTINUING EDUCATION (CE) COMMITTEE**

*Submitted by: Drs. Di Sobel and Daniela Linnebach Burnworth*

### Electronic CE Process

The 2014 ACCTA conference utilized the electronic CE process that was initiated at the 2011 ACCTA conference. Attendees shared positive feedback about the electronic process for the collection of CE program evaluations and distribution of CE certificates. This process is an efficient process and has simplified the task of providing CE certificates of completion to attendees and summarizing evaluation feedback for the conference. It has also reduced costs for ACCTA, including reduced use and management of paper. The CE certificates are stored on the ACCTA website.

The following changes from the last 2 years will be continued into the 2017 annual conference:

1. CE Chair's signature on all CE certificates
2. At least 1 hour of credit on all certificates (required in some states)
3. At the request of the APA CE Sponsor program, ACCTA will include the new APA CE Sponsor icon on its promotional materials for the 2013 ACCTA conference and future conferences
4. Disclosing on the conference program schedule that "ACCTA does not receive any commercial support for its CE programs." This disclosure must be reiterated at the start of all relevant CE programs at each ACCTA conference. Conference presenters will be asked to provide this information at the onset of their programs.

In addition, the following changes which were implemented at the 2016 ACCTA conference in order to continue streamlining and digitizing the CE process to increase efficiency for both ACCTA members and CE board members will continue into the 2017 annual conference:

1. Electronic tablets will be utilized for conference attendees to sign in for CE programs. ACCTA volunteer members will assist in coordinating attendee sign in with the tablets at each CE program.
2. Attendees will be sent a link to a webpage after the conference is completed that allows them to link to surveys to evaluate the CE programs they attended.
3. Instead of separate CE Certificates of completion for each CE program attended, conference attendees will be sent a Summary CE Certificate of Completion in which they will have listed the CE programs they attended and a grand total of CE hours completed for their earned credits at the ACCTA conference.

### APA CE Sponsor Approval

The CE sponsor approval annual fee of \$485 was submitted along with the annual report in March 2017, and processed by the CESAOS. ACCTA is in its first of 5 years before it needs to go through the approval process with APA again in 2021.

As part of the detailed review of this process from last year's annual review, APA uncovered a few areas where ACCTA was slightly out of compliance, and others where changes to improve compliance were identified because

of changes in the APA CE sponsor approval standards which were implemented in January 2016. As a result, a few processes were changed moving forward. These included:

1. Revising the evaluation template to include a required question that had not previously been included
2. Adding APA sponsor approval language to the conference website
3. Requiring that all program proposals include vitae of all presenters and three or more references
4. Developing a CE Presentation Requirements document distributed to potential presenters and linked on the website. This document ensures that presenters will disclose conflicts of interest, maintain confidentiality of individuals and security of tests, and instruct CE at a post licensure level.
5. Creation of a formal Grievance Procedure for dealing with participant complaints

### Record Retention

CE evaluation forms are to be kept for 3 years, as outlined in the guidelines for APA Sponsorship for Continuing Education programs. The rest of the current CE evaluations are stored in the ACCTA Survey Monkey account. The 2011, 2012, and 2013 are in the process of being deleted. The 2014 ACCTA Surveys can be deleted following the 2017 Conference.

## **6. DIVERSITY MENTORSHIP SCHOLARSHIP COMMITTEE**

*Submitted by: Drs. Maribel Diaz and Durriya Meer, Co-Chairs*

One of the co-chairs was selected from the Standing Committee on Diversity (SCD) in March 2016 and the other one was selected in January 2017.

The call for nominations was announced on the ACCTA listserv in late-March 2017. Instructions for the application process were specified in the listserv announcement. The deadline for nominations was May 4, 2017 with decision and notifications completed by June 22, 2017. Nine applicants were nominated by current ACCTA members. Applicant materials were submitted on-line and disseminated to reviewers. Reviewers completed rating forms and emailed them to Drs. Diaz and Meer who coordinated the process.

## **7. GRANTS COMMITTEE**

*Submitted by: Dr. Terri Rhodes*

The grants committee looks for, writes, and submits grants for funding related to the ACCTA conferences. There were no new grants to report this year.

## **8. JOB BANK**

*Submitted by: Dr. Cathye Griffin Betzel*

*(8/01/16 - 6/30/17)*

The ACCTA job bank continued to serve as a means for members to both post and receive information about national job listings pertaining to psychologists and associated mental health professionals. Between August 1, 2016 and June 30, 2017, a total of 615 positions forwarded by way of 26 email messages. Of the 615 postings, 118 were specifically for post-masters or post-doctoral positions. There were also an additional 29 reposted/revised/re-opened positions forwarded.

Advertisements continued to include a wide variety of types of positions and work settings, though primary focus was on positions in university counseling centers. Hiring sites included: university counseling centers (seeking staff psychologists, directors, associate/assistant directors, directors/coordinators of training, program coordinators, case managers), other

researchers, lecturers), hospitals (e.g., VA hospitals, private hospitals), and community-based, governmental, or private agencies (seeking clinicians, researchers, administrators). Positions offered were full-and part-time, permanent and temporary. A majority of positions were located within the United States, but a small number of positions were international in nature. International postings included positions in the following locales: Buenos Aires, Canada, Grenada, Saudi Arabia, St. Kitts and the West Indies, and a few postings specified preference for practitioners fluent in Spanish and Mandarin. Although most listings specifically targeted psychologists, a small number also advertised for individuals with degrees in related disciplines such as LPCs, MSWs, and psychiatrists. A selected listing of more unique and specific job titles appears at the end of this report.

Job postings were gathered through emails from the ACCTA membership, the CCC Training Listserv, the NewPsych Listserv, the Groups in Counseling Centers Listserv, the National Latino Psychology Association (NLPA) Listserv, the Asian American Psychological Association (AAPA) Listserv, and collaborations with members of AUCCCD and CCAPS. Additionally, several individuals directly requested that individual postings be added to the weekly list. Positions were sent to all of the above listservs with an effort to avoid duplicating postings unless a revision or re-posting was requested. Given the ongoing turnover in the ACCTA membership, it continues to be recommended that members be reminded annually of the role of the Job Bank Coordinator in assisting them to advertise their positions.

\*It was previously suggested, and is again suggested, that possible use of the ACCTA website to potentially improve the job bank process be explored. This could particularly assist with the time demand required of the job bank coordinator as well as improve the efficiency of the process, allow the postings to appear in a timely manner, and make this resource more easily accessible. **Those requesting postings could be sent a link for a web form housed on the ACCTA website.** (See the University Counseling Jobs website for an example: <https://www.universitycounselingjobs.com/>.) This would allow submissions to be entered directly or pasted into a web form in a standardized format that could assist not only with the time required for reformatting postings, but with the overall appearance of the email posting as well.

### Selected Job Titles Displaying Unique or Very Specific Functions:

AOD Clinical and Outreach Coordinator	Learning Disability / ADHD Therapist
Assessment Coordinator	Licensed Psychotherapist
Assistant Dean of Students	Licensed Mental Health Professional
Assistant Director for Clinical Services	Licensed Professional Counselor
Assistant Director for Diversity and Special Programs	Marriage & Family Therapist
Assistant Director for Outreach and Community Based Interventions	Mental Health Care Coordinator
Assistant Director for Quality Assurance and Research	Mental Health Clinician
Assistant Director for Training	Mental Health Counselor
Assistant Director of Outreach and Consultation	Mental Health Therapist
Assistant Professor	Multicultural Specialist
Assistant Professor in Counseling	Outreach Coordinator
Associate Director	Personal and Academic Success Counselor
Associate Director for Clinical Services	Personal Counselor
Associate Director for Training	Postdoctoral Clinician
Associate Director of Training and Outreach	Post-Doctoral Counselor
Associate Professor	Post-doctoral Psychology Resident
Associate Specialist	Post-doctoral Resident
Behavioral Health Consultant	Postdoctoral Traineeships
Behavioral Health Counselor	Post-graduate Fellowship
Campus Counselor	Post-Graduate Residency
Care Manager	Post-Master's Fellow
Case Manager	Program Coordinator
Community Liaison	Program Coordinator for Inclusive Prevention
Clinical Assistant Professor	Program Manager
Clinical Care / Case Manager	Psychiatrist
Clinical Intake Coordinator	Psychological Services Manager
Clinical Social Worker 3	Psychologist, Generalist
Community Counselor	Psychology Postdoc
Community of Concern Program Specialist	Psychotherapist
Coordinator for Clinical Services	Resident in Counseling
Coordinator of Outreach Services	Senior Associate Director
Counseling Psychologist II	Senior Counseling Psychologist
Counselor	Senior Psychologist
Counselor I	Senior Staff Psychologist
Crisis Intervention Coordinator	Sexual Assault and Violence Intervention & Prevention Program Coordinator
Crisis Intervention Counselor	Social Worker
Dean of Counseling and Completion Services	Sport and Performance Psychologist
Dean of Student Success	Sports Psychologist
Director	Staff Psychologist
Director of Campus Community Engagement	Student Disability Services Specialist
Director of Psychiatry	Student Psychological Counselor
Director, Student Health Services	Testing Specialist
Eating Disorder Services Coordinator	Training Coordinator
Educational Counselor	Treatment Coordinator
Executive Director	University Counselor
Executive Director of the Student Health and Wellness Center	Victim Advocate
Faculty	Vocational Specialist
Group Therapy Coordinator	

## 9. LISTSERV MANAGER

*Submitted by: Dr. Mollie Herman, List Manager*

Subscription services for the ACCTA listserv were handled by Debra Nolan and Rasheeda Walkes-Wallerson of AMC Source. List Manager Mollie Herman monitored message activity to identify when members were having difficulty posting messages to the listserv and assisted them when this happened, and also acted as a liaison between ACCTA members and AMC Source as needed.

## 10. MEMBERSHIP

*Submitted by Drs. Brigid Cahill and Jod Taywaditep, Membership Co-Chairs*

### 2017 ACCTA MEMBERSHIP REPORT

ACCTA currently has **177** member college and university counseling centers.

ACCTA welcomes new member programs. The four new member programs and current training directors since the last membership report are reflected below:

#### NEW ACCTA MEMBERS

University of Redlands  
Cerritos Community College  
East Carolina University  
University of North Florida

#### TRAINING DIRECTOR

Robin Cooper  
Humberto Hernandez  
Christine Jehu  
Mikhail Bogomaz

There were also a number of changes in leadership in member programs since the last report. Below is a list of programs, with the new Training Director and former Training Director(s) listed. **Thirteen** Training Director transfers were identified this year. If there were multiple transfers within the same program, only the most recent transfer was included below.

#### TRANSFER of TRAINING DIRECTOR LEADERSHIP

<u>University Name</u>	<u>New TD</u>	<u>Previous TD</u>
Indiana University	Paul Toth (temporary)	Andrew Shea
Oklahoma Health Consortium (U of OK)	Justin Wyckoff	Karen Vaughn
University of Tennessee, Knoxville	Maggie Klotz	Phil Johnson
Florida Atlantic University	Laura DiPasquale	Amber Lyda
University of Michigan	Dwaine Campbell	Karen Arizala, Vicki Hays
Kansas State University	AJ Williams	Cliff Rone
Emory University	Colleen Duffy	Pam Epps
CSU – San Marcos	Allison Peters	Tamara Savage
University of New Hampshire	Elisa Bolton	Patricia Hanley
University of Memphis	Lisa Winborn	Kimberly Collins
University of Utah	Steven Lucero	Glade Ellingson
University of Central Florida	Benetta Wholuba	Jocelyn Buhain
Pennsylvania State University	Shannan Smith-Janik	Joyce Illfelder-Kaye

Nine member programs discontinued their membership during the 2016/2017 membership renewal phase. The reasons for discontinuing membership – if known - are listed below.

### **DISCONTINUED MEMBERSHIP**

<b><u>University Name</u></b>	<b><u>Reason (if Given)</u></b>
California Institute of Technology	Discontinued psychology training program
California Polytechnic: San Luis Obispo	
Fordham University	Discontinued doctoral internship
St. Mary's College of California	Budget cuts
SUNY-Oneonta	Budget cuts
East Carolina University (rejoined in 2017)	TD resigned, internship not developed
Case Western Reserve	
University of Dayton	
University of Cincinnati	

**Member programs who do not have an active internship and have been in ACCTA for three or more years are asked to provide documentation of commitment to the development of an internship from their director. At this time there is no programs that fall in this category. The next review cycle for this provision is scheduled for 2018.**

**Members are encouraged to continue thinking about colleges and university counseling centers that are from their geographic area and invite them to join our great organization. ACCTA's continued growth helps support new programs in internship development.**

## **11. NEW MEMBER PROGRAMS**

### **A. CONNECTOR PROGRAM**

*Submitted by: Di Sobel, Sterling Watson, and Broderick Leaks*

The co-chairs of the New Member Program (Di Sobel & Cyndy Boyd) oversaw two projects for the 2016 ACCTA conference.

**Connector Program:** This program involved pairing returning volunteer ACCTA conference attenders (“Connectors”) with first-time conference attenders (“Connectees”) who requested a Connector. Connectors and Connectees both indicated their statuses via conference registration.

- A total of 22 new training directors requested a Connector from the conference registration (up from 15 in 2015);
- Twenty-four (24) members volunteered to be Connectors in response to a listserv request for volunteers.



- The co-chairs also contacted two new attendees who had not identified wanting a “connector” on their registration, but both declined to participate in the program. Both indicated that they were arriving much later to the conference and already had some connections in the ACCTA community.
- Emails were sent to 22 Connector-Connectee pairs introducing them to one another and outlining the expectations of the Connector during the conference.

**New Member Orientation Meeting:** The agenda for the 2016 ACCTA conference meeting was adapted from the previous year. Emails were sent to those who identified as new training directors inviting them to attend. The meeting was facilitated by the Connector Program co-chairs, Di Sobel and Brigid Cahill (standing in for Cyndy Boyd who could not attend the conference). The purpose of this meeting was to: (a) introduce the new members to one another, (b) provide a brief overview of ACCTA, and (c) offer a context/overview of the conference.

During the 2015 conference, a new format introduced by Matt Zimmerman was tried, in which experienced ACCTA members sat at small tables with new members. After brief introductions, experienced members led discussions about the conference, being an ACCTA member, etc. The program appeared to go well for a second year, and the co-chairs recommend that the same format be utilized for the 2017 conference.

## **B. MENTOR PROGRAM**

*Submitted by: Drs. Christina Carroll-Pavia and Laura Wright, Co-Chairs*

The purpose of the ACCTA Mentor Program is to offer new training directors the opportunity to receive more individualized support and guidance from a more experienced training director.

**From August 2016 to May 2017, 8 mentees were paired with mentors, and there are 2 people who are currently in the process of being matched with mentors as of July 1, 2017.** Assuming a ninth match will be made, this will be a slight decrease from 11 matches last year, but a return to match levels from 2014-2015, when 9 matches were made as well. It is of note that last year’s report spanned the period of August 2015 to August 2016, whereas this report only covers the preceding 9 months. **Over the past 5 years (Fall 2011-Summer 2016), an average of 13 new training directors have been paired with mentors each year.** Consistent with past years, new training directors are most likely to request mentors to help with their transition to the role, discuss the intricacies of coordinating a training program, seek guidance related to program accreditation, and prepare for the self-study/site visit process. There are currently 6 volunteers in the pool who have offered to serve as a mentor to a new training director. There continues to be a need for additional training directors to volunteer to serve as a mentor and requests for volunteers will continue to be made through the ACCTA listserv. It is recommended that information be gathered on current and future volunteers and their programs akin to the information that is solicited from mentees to help facilitate the process of matching mentees to prospective mentors when mentor requests are submitted.

## 12. SPECIAL EVENTS

*Submitted by: Dr. Carmen Cruz, Special Events Coordinator*

In the role of the Special/Social Events Coordinator, I coordinated a gathering of ACCTA members at one professional conference, outside of duties during the ACCTA conference.

- 1) 2017 National Multicultural Conference and Summit - 10<sup>th</sup> Biennial National Multicultural Summit in Portland, Oregon held January 4-6, 2017. An email regarding potential interest for an ACCTA social was sent to membership. Many members responded with an interest for connecting with other ACCTA members while attending the summit. A second email was sent to membership informing them there was a planned time to meet with other ACCTA members for dinner.

## 13. SITE VISITOR/CONSULTANT

*Submitted by: Dr. Tania Czarnecki, Site Visitor List Coordinator*

Site Visitor List for **July 2015- 2017 (Spring)**

<b>Site Visitors</b>	<b>Date of Visit</b>	<b>University /Program</b>	<b>Director of Training</b>
<b>Chair:</b> Bill Gorman <b>Other:</b> Melissa Bartsch	Fall 2015	Montana State University	Cheryl Blank
<b>Chair:</b> Mary Mendoza-Newman <b>Other:</b> Elizabeth Reyes	Oct 2015	University of Delaware	Brad Wolgast
<b>Chair:</b> Arnie Abels <b>Other:</b> Kathlyn Dailey	Nov 2015	California State University, Fullerton	Christina Carroll-Pavia
<b>Chair:</b> Jane Clement <b>Other:</b> Rene Monteagudo	June 2016	University of Oregon	Elizabeth Asta
<b>Chair:</b> William Gorman <b>Other:</b> Doug Bennett	August 2016	Washington State University CAPS	Jane Barga
<b>Chair:</b> Martha Kitzrow <b>Other:</b> A. Glade Ellingson	Fall 2016	Texas Woman's University	Carmen Cruz

<b>Chair:</b> Kimberly Gorman <b>Other:</b> Patricia Lobo Arena	Fall 2016	University of Texas, Austin	Mark Zentner
<b>Chair:</b> Elizabeth Gong-Guy <b>Other:</b> Linda Muldoon	Fall 2016	University of Nevada, Las Vegas Student Counseling and Psychological Services	Emily Slife
<b>Chair:</b> Jane Clement <b>Other:</b> Mary Ann Covey	Dec 2016	Drexel University Counseling Center	Tania Czarnecki
<b>Chair:</b> Arnie Abels <b>Other:</b> Melissa Bartsch	Dec 2016	University of Pennsylvania Counseling Center	Cyndy Boyd
<b>Chair:</b> - <b>Other:</b> Cheryl Blank	2017	North Carolina University	Richard Tyler-Walker
<b>Chair:</b> Karen Lese-Fowler <b>Other:</b> Steven Smith	Spring 2017	Duke University	AY Bryant

**14. STANDING COMMITTEE ON BYLAWS (SCB)**  
*Submitted by: Dr. Laura Wright, Chair*

Committee Members: Drs. Jane Barga, Julie Corkery, Natasha Maynard-Pemba, Christie Cunningham

The Standing Committee on Bylaws has experienced a change of leadership as Dr. Karen Lese-Fowler has stepped down from her role on the Board and Dr. Laura Wright has been asked to take on the committee chair role. It has been a quiet year, given that the P & P was updated in 2015.

At this time, the Standing Committee on Bylaws anticipates one small proposed Bylaws change and Bylaws vote as part of the elections after the upcoming 2017 conference. This current bylaw language is:

**Article IV.2.h. of the Bylaws**

ACCTA Annual Report  
Board, Committee, & Activity Reports 2016-2017  
Dr. Natasha Maynard-Pemba, President; Dr. Matt Zimmerman, Past-President; Dr. Ellie Hakim, Secretary, and Dr. Terri Rhodes, Treasurer

- Notification of Results of Balloting Process. Upon tabulation of the ballots, or if the number of ballots cast is insufficient to constitute a quorum, the Voting Coordinator shall notify the members of the outcome electronically.

The proposed change would add: “the President or Voting Coordinator shall...” to add flexibility in communication and in role options.

Otherwise, the Standing Committee on Bylaws continues to assist ACCTA Officers and Board Members with Bylaws and Policies & Procedures consultation and Policies & Procedures revisions as requested. In addition to the activities above, new committee members will be recruited during the next conference.

## **15. LIAISON TO CONFERENCE SITE PLANNING**

*Submitted by: Dr. Terri Rhodes*

### **Conference Planning Activities**

#### **Hotel Locator Service & Conference Planning**

Debbie Nolan and her colleagues at AMC Source continue to coordinate many of the primary tasks of conference planning and function. For the Florida conference, AMC Source successfully located our hotel site, negotiated the contract with the site including achieving discounts for meals and benefits for ACCTA, and served as the primary liaison to the hotel during the conference. The conference was a success in many ways including the amazingly beautiful site, allowing us to work and play hard, the conference was well attended and provided important programming and CE’s for attendees, and we were able to reconnect with one another in our annual trek to the ACCTA home, the conference. ACCTA hosting group and volunteers (working with AMC Source) staffed the welcome table including assisting with the registration folder and badges, greeting ACCTA folks, and passing out smiles. This coordination of conference logistics by AMC Source has been very successful and has benefited ACCTA in so many ways, besides, they are wonderful people to work with, in large part because they understand our organization and can advocate for ACCTA based on that understanding. Coordination of ACCTA conferences is an effort between the folks at AMC Source, the conference liaison from the board, the board, and the conference host and hosting group all working together to bring a wonderful conference experience to the members. Some of the moving pieces of pulling off a successful conference include the planning, logistics and troubleshooting, addressing all of the A/V technical needs, setting the agenda and program, and coordination of all of the conference needs that arise during the conference. At the Florida conference, conference host, Dr. Laura Wright and her hosting group, Drs. Davis-John, Buhain, Recinella, Fons-Scheyd, Maynard-Pemba, and Amber Lyda, all made significant contributions to the success of the conference. Some of the important tasks managed by the host and committee included: getting the web site content together, finding excursion options, compiling the conference folder materials, staffing the welcome table, and choosing our conference “token”. Our Conference host, Dr. Laura Wright was instrumental in trouble shooting any of a number of issues that arose during a conference, she did a wonderful job of assuring us a smooth conference

experience. Dr. Rene Gilkey will be this year's conference host in Denver and has assembled a good hosting team to assume the conference tasks as we approach the 2017 conference. Denver Conference hosting "Crew" includes Drs. Nimmer, Augringer, and Urruty. The conference liaison from the board will continue to work closely with the folks at AMCSource, keeping the board informed about conference planning and updates. The board conference liaison will also work closely with the conference host and hosting group to consult and support their efforts to make the conference happen.

ACCTA members who are interested in getting involved with the conference planning and coordination tasks are welcome to chat with me, as there are many conference tasks that remain in the hands of ACCTA members, so I can find something that will put you to work. These conference tasks are fun and social, allowing members to get involved with other members while contributing to the workings of ACCTA and the conference. The most important conference role that we need every year is the conference host(s) for the following year's conference. Once the location is determined for the next year's conference, and you are local, consider being the conference host, it is a lot of work and equally a lot of fun. The 2018 conference will be in Minneapolis, Minnesota, so you Minnesota and upper midwest TD's get ready to be involved in the conference next year. I will be coming for you!

## **16. STANDING COMMITTEE ON DIVERSITY**

*Submitted by: Drs. Bong Joo Hwang and Debra Crisp, Co-Chairs  
Board Representative/ Liaison: Drs. Carmen Cruz & Jod Taywaditep*

### **Steering Committee Members for 2016-17 Academic Year**

Bong Joo Hwang, co-chair (term ends 2017)

Debra Crisp, co-chair (term ends 2018)

Eri Bentley (term ends 2017)

Kym Jordan-Simmons (term ends 2017)

Durriya Meer (term ends 2017)

Ilene Magee (term ends 2018)

Monicah Muhomba (term ends 2018)

### **Consultation/Feedback to Board**

The SCD-SC was asked to provide feedback on the potential 2019 ACCTA conference sites. The SCD-SC members discussed pros and cons of each site and provided the feedback to the board.

### **Steering Committee Conference Calls**

The steering committee held monthly conference calls on the 4<sup>th</sup> Monday of each month. The main agenda for the meetings include:

- Delegating tasks among SCD-SC members
- Addressing any questions from the ACCTA Board
- Preparing for the 2017 ACCTA conference

## **Programming for ACCTA Conference 2017**

- SC expressed interests in having unopposed programming, and submitted a program. Program will focus on social justice issues that have arisen over the year.
- Culture sharing: will continue with small and large group formats. Structure will be added to the small groups through the use of questions for participants to address. There is interest in scheduling the formats on different days to allow attendees to process more fully. However, due to the schedule challenge, it was suggested those be consecutive. Small group culture sharing will be done with the discussion guidelines provided by SCD-SC.
- Affinity groups: will provide different group options, and be reminded of the possibility of creating new groups based on attendees' interests. SC members agreed that there should be only one scheduled time for Affinity groups
- SCD meeting: will continue as venue for selecting SCD-SC members and means of nomination for the SCD slate for ACCTA board election. Attempts will also be made to allow for emerging issues such as continuing conversation after SCD programming.

## **Other Tasks**

- Update of SCD members and SCD listserv
- Help with diversity scholar selection. A conference call was used in order to discuss candidates. This allowed the opportunity for feedback to nominators and applicants.
- Voting for SCD slate: send out call for nominations before ACCTA conference.
- Seeking co-chair prior to Conference to allow for a smoother transition

## **17. STANDING COMMITTEE ON NOMINATIONS**

***Submitted by: Dr. Matt Zimmerman, Past-President***

Dr. Matt Zimmerman, the Voting Coordinator, solicited online nominations from the membership between July 31<sup>st</sup> and September 2<sup>nd</sup> for the positions of Secretary, President-Elect and five (5) ACCTA Board Members for 2017–2018. Nominees were contacted via email to determine if they wanted to accept or decline the nomination. Conference attendees will be able to make further nominations from the floor during a conference meeting. Dr. Bong-Joo Hwang, the Standing Committee for Diversity (SCD) Steering Committee Chair also solicited nominations through SCD, which were gathered and voted on prior to the conference. All nominees will be asked to submit a written statement and photo following the conference to be posted on the ACCTA website. The following nominations and voting timeline for year 2017, per the Voting Coordinator Position Description timeline and Bylaws requirements will be followed:

July 31 - September 2	Call for On-Line Nominations
September 2	Close On-Line Nominations
September 9-13	ACCTA Conference – Accept Nominations from the Floor
September 22	Statements of Candidacy and Pics due from all Nominees
October 2	Electronic Voting is opened
October 9	Reminder to Membership to vote

October 16	24 hour notice that Voting will close
October 17	Close of Voting
October 19 (or earlier)	Inform all candidates of results, then membership of election and all voting results

## **18. STANDING COMMITTEE ON RESEARCH**

*Submitted by: Dr. Mollie Herman, Chair*

Committee Members: Drs. Daniela Burnworth, Brigid Cahill, Nancy Glenn, Kim Hays, Mollie Herman (chair), Aki Hosoi, Karen Lese-Fowler, Keith Magnus, Felix Savino, Diane Sobel, Karen Taylor, Fiona Vajk, Patricia Wick, Michele Willingham, Brad Wolgast

### **ACCTA Survey and ACCTA Conference Evaluation**

The committee developed, conducted, summarized, and shared results from the 2016 ACCTA conference evaluation and developed and conducted the 2017 ACCTA survey, which will be presented at the 2017 ACCTA conference in Denver, CO.

## **19. STANDING COMMITTEE ON TRAINING RESOURCES**

*Submitted by: Dr. Jod Taywaditep, Chair*

Committee Members (in alphabetical order):

Drs. Randal Boldt, Mack Bowers, Sharla Boyd, Brigid Cahill, Yani Dickens, Ellie Hakim, Kim Hays, Daniela Linnebach Burnworth, Keith Magnus, Pam Miller, Monicah Muhomba, Jennifer Petro, Diane Sobel, Jod Taywaditep, Laura Wright

At the 39<sup>th</sup> ACCTA Annual Conference in Bonita Springs, Florida, new and existing SCTR committee members gathered on October 3, 2016. The current SCTR committee members have been active for years, and we are beginning to be familiar with each other as a group. We reviewed results from Dr. Hays's needs assessment survey of ACCTA members which was conducted in late 2015. Thirty-four ACCTA members responded. Members' feedback for training resources has been overwhelmingly positive. Members' recommendations and comments became a basis for SCTR's efforts for 2016-17 (see below).

With the introduction of the Standards of Accreditation (SoA) effective on January 1, 2017, many TDs need resources for their accreditation efforts, while other TDs must adapt accredited internship programs in accordance with the SoA instead of the G&P. The SCTR has gathered a number of SoA-compliant materials, including evaluation forms and self-study documents, and made them available on the ACCTA Training Resources.

Since the last ACCTA Annual Conference, 14 requests have been made to add new materials and/or reorganize the Training Resources webpages. These requests resulted in the addition of 34 documents collected from ACCTA members to 9 sections of the website. Among the new

materials are SoA-compliant evaluation forms, cost-effectiveness analysis, a list of site visitors, explaining SoA to senior staff, distal data surveys, multicultural competency training, forms for reviewing video-recordings, and an updated guide for using the AAPI database. We are grateful for the generosity of our fellow ACCTA members who made it possible for us to gather such a rich array of resources.

A major task undertaken by the SCTR this year was completing a thorough review of all materials on the ACCTA Training Resources. Eight sections of Training Resources were divided among 14 SCTR members. The process involved evaluating materials' relevance and SoA-compliance. SCTR members also reviewed the organization of these materials and seek ways to enhance users' experience. The next step is to implement the recommendations by SCTR reviewers.

We look forward to reuniting with existing SCTR committee members at the Standing Committee breakfast in Denver. Interested ACCTA members are welcome to join our breakfast to find out more about what we do and how you may contribute. Check the Conference Schedule for the date and time of the SCTR breakfast meeting. We will review SCTR's accomplishments and challenges. We will delegate and carry out recommendations from our complete review of the collected resources. Ideas, suggestions, and energy are welcome to keep ACCTA Training Resources helpful, strong, diverse, and vibrant!

## **20. STANDING COMMITTEE ON WEBSITE MANAGEMENT**

*Submitted by: Drs. Carmen Cruz and Broderick Leaks, Co-Chairs*

ACCTA leadership engaged in a conversation with AMC Source following the annual conference to discuss the specifics of what role their staff would play in updating the website and how they would work with board members. After that conversation, it was decided that requests would be sent to Debbie Nolan until a specific person on their staff was identified. We then worked with Theresa Gibbon to prepare for the annual conference in September 2017. She was responsive and timely with requests.

The 'orange button' on the ACCTA website home page was updated regularly to highlight timely website resources for membership and preparations for the conference.

Board meeting minutes, liaison reports, and listserv surveys were regularly added to the website, either by the Website board liaisons or the Secretary. Updates were also made to ACCTA governance information, historical information, and the current list of Committees, Liaisons, and Projects.

The Training Resources committee, led by Jod Taywaditep, continued to provide updated resources and reorganize the Training Resources section to provide helpful information to membership.



The 2017 ACCTA Conference website was created. Special attention on the conference page was devoted to highlighting the 40<sup>th</sup> anniversary of the organization. The 2016 ACCTA conference website was added to the archives of previous conferences.

One goal for the following year for this Board position is to conduct a full ACCTA website review in order to make necessary updates/changes, increase accessibility of information, decrease downloads and reduce redundancy.