



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 through virtual or in-person professional development initiatives. The committee collaborates with other International ACAC committees as well as NACAC and other affiliates or organizations on a project-basis.

Responsibilities

Committee members join one of more of these subcommittees or working groups

Webinar Subcommittee (live and pre-recorded)

- Topic Selection
- Recruitment of Presenters
- Facilitate and/or present the webinars
- This subcommittee is led by a Webinar Chair who is selected by application and appointment.

Professional Resources and New Program Development Working Group

- Resource Management Development of new resources
- Recruitment of, Experts, Presenters, Mentors etc.
- Research and develop additional PD resources, activities, events and collaborations/partnerships

International ACAC Pre-Conference Institute Subcommittee

- Curriculum design
- Faculty Recruitment and Communication
- Implementation of Program at the Annual Conference

Virtual Scholars Working Group (in collaboration with the Support, Access & Success Committee)

- Develop professional development topics and deliver online training sessions for the Virtual Scholars Program
- Work collaboratively with members of the SAS Committee

International ACAC Bus Tour and Mentor Year Program Subcommittees

- These subcommittees are within the PD Committee and run by chairs who are selected by application and appointment.

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. This may include developing additional fee-based training opportunities or collaborative programming with other admissions and international education organizations.

Challenge: collecting useful data to drive professional development programmatic development

Goals

- Implement a robust offering of PD to support a growing and increasingly diverse membership
- Obtain more/continuous feedback from members on PD offerings
- Enhance the value of International ACAC networks and membership engagement.

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-Chairs, Mentor Year Program Co-Chairs and the Webinar Chair are a three-year term appointments, with the same effective dates and a separate application process.

Last Updated: December 2025