BOARD OF DIRECTORS, COMMITTEE AND ACTIVITY REPORTS

**ACCTA Annual Report 2017-2018**

**Annual Conference**

**Minneapolis-St. Paul, Minnesota**

**September 22nd – September 26th, 2018**

1. **Archives Committee**

*Submitted by:  Dr. Matt Zimmerman, ACCTA Historian*

 This was a year of transition and discussion regarding the best ways to archive important and relevant ACCTA information in digital formats that will be easily accessible to membership.

* The Historian role changed from Dr. Julie Corkery to Dr. Matt Zimmerman, at the request of the former and with Board approval.
* A digital archive was received by Dr. Zimmerman and remains at the office of UVa CAPS as a flashdrive. That archive includes ACCTA Songs, digitized photo albums from 1978 to 2008, and photos of materials such as ACCTA T-shirts, towels, swag etc. The actual materials are stored at [National Museum of Psychology](https://www.uakron.edu/chp/museum/) in Akron, OH.
* Discussion with the Board continues about the best way for ACCTA to store its Archives. At present, it is anticipated that:
* Photos will be stored through ACCTA’s Google Pictures account at acctaconferencephotos@gmail.com, which remains password protected as access issues are resolved, and Facebook.
* Prior Conference web-pages will be archived with Memberclicks who hosts the ACCTA website, and;
* Other materials will be stored on a newly created ACCTA Dropbox account specific to this purpose.
* Efforts will continue to further crowd-source the gathering of material for archives, particularly Conference pictures and the tagging of those pictures for historical value.

1. **Awards and Acknowledgment**

*Submitted by: Drs. AY Bryant and Randal Boldt*

The following is a summary of the activities of the Awards and Acknowledgments Chairs for the 2017-2018 year:

* Calls for nominations to ACCTA membership listserv for the 2018 Helen Roehlke Award were announced in August 2018.
* Nominations were compiled from members’ nominations for the Helen Roehlke Award for the ACCTA Board and Officers to consider. A consensus was achieved for the recipient.
* The Chairs coordinated the production of plaques, including wording, in collaboration with the President and other board members, for the Helen Roehlke Award recipient, outgoing ACCTA Officers, and the Diversity Scholars.
* The Chairs coordinated the wording for the outgoing President’s plaque with the President-Elect.
* The Chairs offered to support the President for additional acknowledgments or awards if needed.
* The Chairs ordered the plaques to be produced and shipped.
* The plaques were shipped to the counseling center of one of the hosts.
* The Chairs will assist the President in presenting the awards and gifts at the annual conference.
1. **Care and Compassion**

*Submitted by: Dr. Terri Rhodes*

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 2017-2018 year: nine 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 eight examples of campuses managing significant violence either on their campuses or in their larger communities. One care package was sent to an ACCTA member whose family was managing significant health issues. Cards of support are sent to ACCTA members who manage 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.

1. **Conference Program**

*Submitted by: Drs. AY Bryant and Randal Boldt*

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

* ACCTA continued to provide an opportunity for pre-conference programming for new training directors. Rather than a general call for programs, the Board decided to solicit presenters for topics most germane to the pre-conference participants.
* In discussion with the Board, two unopposed programs were included in the programming. One related to International Interns and one focused on the self-study process under the new SOA guidelines.
* At the mid-year board meeting it was decided to purchase Chromebooks and projectors to offset hotel costs for AV materials for presentations.
* During the mid-year board meeting, ways to support training directors seeking initial accreditation was discussed. This year a conversation hour specifically focused on this topic was included in the programming.
* Continued coordination with the SCD and SCD Board Liaisons around programming for 2018 Culture Sharing and SCD unopposed program.
* Coordinated with CE Co-Chairs to review 2017 conference program submissions to ensure compliance with APA CE requirements.
* This year was the first year of having a robust selection of potential conference sponsors.
* The Co-Chairs recommend a Board discussion of conference sponsor oversight within the Co-Chair framework.
* The Co-Chairs also recommend discussing the use of a separate Gmail account for conference program submissions. Communicating with presenters via Gmail and regular e-mail is labor intensive.
1. **Conference 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 Denver 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 part of the country, 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 Denver conference, conference hosting group, Drs. Gilkey, Urruty, Auringer, and Nimmer all made significant contributions to the success of the conference. Some of the important tasks managed by the hosting 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 hosting group was, instrumental in trouble shooting any of a number of issues that arose during a conference; they did a wonderful job of assuring us a smooth conference experience. Drs. Debra Broderick and Alexa Fetzer will be this year’s conference hosts in St Paul- Minneapolis. The conference liaison from the board will continue to work closely with the folks at AMCSource, keeping the board informed about conference planning, problems, 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 2019 conference will be in Alexandria, Virginia and will be hosted by Amber Cargill, she will be looking for other TD’s in the Mid-Atlantic area to join her for hosting duties, so we will be enlisting your support in the months to come.

1. **Conference Sponsorship Liaison**

*Submitted by Dr. Randal Boldt*

The following is a summary of the activities of the Conference Sponsorship Liaison for the 2017-2018 year:

* Dr. Boldt researched and developed conference sponsorship application form that 1) offers multiple levels of sponsorship for various levels of conference-attendee-access, and 2) offers method for assessing sponsor match with ACCTA values.
* Dr. Boldt worked with board sub-committee, including Dr. Cahill, Dr. Sobel, Dr. Leaks, and Dr. Rhodes to reach out and recruit potential sponsors.
* Dr. Boldt served as primary contact person for all applicants.
* Dr. Boldt submitted sponsorship applications to the board for review and approval.
* The ACCTA Board reviewed and accepted 3 conference sponsorships for a total of $5,000
* Dr. Boldt served as point-person for the eventual conference sponsors.
1. **Continuing Education**

*Submitted by: Drs. Daniela Linnebach Burnworth and Cheryl Forster*

 Electronic CE Process

The 2017 ACCTA conference utilized the electronic CE process that was initiated at the 2011 ACCTA conference. Attendees have shared positive feedback about the electronic process for the collection of CE program evaluations and distribution of CE certificates. This process is efficient 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 2018 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 future ACCTA conferences

4. The conference program schedule will include the disclosure 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 2018 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. Paper sign-in forms will remain available for those attendees who are not listed in the conference attendee list uploaded to the tablets.

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 $500 was submitted along with the annual report in February 2018, and processed by the CESAOS. A late charge of $200 was also assessed due to an electronic error impacting receipt of email messages that impacted payment of fees by the deadline. ACCTA is in its middle of its 5 year cycle before needing 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 with respect to 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 2015 ACCTA Surveys can be deleted following the 2018 Conference.

1. **Diversity Mentorship Scholarship Program**

*Submitted by: Drs. Durriya Meer and Pamela Moore, Co-Chairs*

The Committee consisted of the co-chairs and members of the Board who were responsible for reviewing applications and making selection decisions. Per discussion in 2017, the application process was moved to an earlier time of the year to leverage a relative lull in the training calendar (March-April). This decision was made in the hope that it would allow TDs more time and flexibility in nominating and writing letters of recommendation for their deserving colleagues.

The first call for submissions was sent out on February 22, 2018 with a deadline of March 15, 2018, which was later extended to March 30, 2018. The Committee received a total of 9 applications. Application materials were submitted online and disseminated to reviewers. The reviewers held a meeting via conference call to discuss the results prior to the winners being announced.

1. **Grants**

*Submitted by Dr. Terri Rhodes*

There are no grants to report on for the 2017-18 year.

1. **Job Bank**

*Submitted by Dr. Cathye Griffin Betzel (7/01/17 - 6/30/18)*

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 July 1, 2017 and June 30, 2018, a total of 546 unique positions were forwarded by way of email messages. Of the 546 postings, 131 were specifically for post-masters or post-doctoral positions. There were also an additional 8 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 university campus agencies (e.g., wellness centers, career centers), academia (seeking faculty, department chairs, deans, 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: Dominica, St. Maarten, and Grenada, 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.

A standardized posting format was suggested in order to minimize the time required for reformatting postings submitted by individuals directly or copied from web links. While a number of people still do not use the new format, many postings are now being submitted in this manner and it has indeed been helpful in reducing the time commitment needed for assembling the jobs email.

Selected Job Titles Displaying Unique or Very Specific Functions:

AOD Clinical and Outreach Coordinator

Assessment Coordinator

Assistant Dean of Students

Assistant Director for Clinical Services

Assistant Director for Diversity and Special Programs

Assistant Director for Outreach and Community Based Interventions

Assistant Director for Quality Assurance and Research

Assistant Director for Training

Assistant Director of Outreach and Consultation

Assistant Professor

Assistant Professor in Counseling

Associate Director

Associate Director for Clinical Services

Associate Director for Training

Associate Director of Training and Outreach

Associate Professor

Associate Specialist

Behavioral Health Consultant

Behavioral Health Counselor

Campus Counselor

Care Manager

Case Manager

Community Liaison

Clinical Assistant Professor

Clinical Care / Case Manager

Clinical Intake Coordinator

Clinical Social Worker 3

Community Counselor

Community of Concern Program Specialist

Coordinator for Clinical Services

Coordinator of Outreach Services

Counseling Psychologist II

Counselor

Counselor I

Crisis Intervention Coordinator

Crisis Intervention Counselor

Dean of Counseling and Completion Services

Dean of Student Success

Director

Director of Campus Community Engagement

Director of Psychiatry

Director, Student Health Services

Eating Disorder Services Coordinator

Educational Counselor

Executive Director

Executive Director of the Student Health and Wellness Center

Faculty

Group Therapy Coordinator

Health Care Professional

Learning Disability / ADHD Therapist

Licensed Psychotherapist

Licensed Mental Health Professional

Licensed Professional Counselor

Licensed Psychotherapist

Licensed Social Worker

Marriage & Family Therapist

Mental Health Care Coordinator

Mental Health Clinician

Mental Health Counselor

Mental Health Therapist

Multicultural Specialist

Outreach Coordinator

Personal and Academic Success Counselor

Personal Counselor

Postdoctoral Clinician

Post-Doctoral Counselor

Post-doctoral Psychology Resident

Post-doctoral Resident

Postdoctoral Traineeships

Post-graduate Fellowship

Post-Graduate Residency

Post-Master’s Fellow

Prevention Specialist

Program Coordinator

Program Coordinator for Inclusive Prevention

Program Director

Program Manager

Psychiatrist

Psychological Services Manager

Psychologist, Generalist

Psychology Postdoc

Psychotherapist

Resident in Counseling

Senior Associate Director

Senior Counseling Psychologist

Senior Psychologist

Senior Staff Psychologist

Sexual Assault and Violence Intervention & Prevention Program Coordinator

Social Worker

Sport and Performance Psychologist

Sports Psychologist

Staff Psychologist

Student Disability Services Specialist

Student Psychological Counselor

Testing Specialist

Training Coordinator

Treatment Coordinator

University Counselor

Victim Advocate

Vocational Specialist

1. **Listserv Manager**

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

Subscription services for the ACCTA listserv were handled by 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.

1. **Membership**

*Submitted by Drs. Jod Taywaditep and Amber Cargill, Membership Co-Chairs*

ACCTA currently has 185 member college and university counseling centers.

ACCTA welcomes new member programs. The 11 new member programs and current training directors since the last membership report (up to August 6) are reflected below:

NEW ACCTA MEMBERS TRAINING DIRECTOR

Mississippi State University Michael Nardoff

Georgetown University Sarah Bellovin-Weiss

Carnegie Mellon University Sharon Manella

Frostburg State University Kevin Simonson

University of Denver (returning) Matthew Heiner

University of Cincinnati (returning) Elizabeth Lehman

University of Colorado at Colorado Springs Cathy Calvert

Bentley University Meghan Van Keuren

Wayne State University Ellen Barrett-Becker

Old Dominion University Alex Dryden

Massachusetts Institute of Technology Evan Waldheter

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. Forty-five Training Director transfers were identified this year. If there were multiple transfers within the same program, they were counted as one, and only the most recent transfer was included below.

TRANSFER of TRAINING DIRECTOR LEADERSHIP

University Name New TD Previous TD

American University Natalie Rusch David Goode-Cross

Arizona State University Lilia Miramontes Bong Joo Hwang

Brigham Young University Michael Adams Rick Moody

California State University, Northridge Pat Alford-Keating Julie Pearce

Catholic University Marcus LaSota Jeffrey Volkmann

Cleveland State University Todd Seiber Katharine Oh

Cleveland State University Katharine Oh Bruce Menapace

Eastern Kentucky University Angela Aaron Maddie Schneider

Emory University Colleen Duffy Katie Werner

Florida International University Priya Kirpalani Alia Fons-Scheyd

Georgia Southern University Kathryn Bigalke Jodi Caldwell

Indiana University-Purdue U. Indianapolis Michelle Doeden Emily Williams

Iowa State University Courtney Clippert-Treadwell Christian Wimmer

Ohio State University Mark Sampson Jeeseon Park-Saltzman

Ohio University Becky Conrad Davenport Michelle Pride

Oregon State Ozge Akcali Brett Vicario

Pepperdine University Shelle Welty Nivla Fitzpatrick

Ramapo College of New Jersey Tara Sager Michael Alcee

Rutgers University Reese Mayer Michelle Drapkin

San Jose State University Stephen Chen Colleen Johnson

Santa Ana College Susana Salgado Phi Loan Le

Santa Clara University Nadeem Hasan Rosemary Ellmer

SUNY Albany Sarah Nolan Jeff Bernier

Texas A&M Mary Ann Covey Jeannette Madkins

Texas Tech University Marie Moerkbak Sharla Boyd

University of Minnesota Alexa Fetzer Anshan Moore Eckard

University of California Irvine Jessica Ortega Frances Diaz

University of California, Los Angeles Tanya Brown Peter Kassel

University of Central Florida Annatolee King Jocelyn Buhain

University of Hawaii, Manoa Allyson Tanouye Michael Helfer

University of Maryland Baltimore County Soonhee Lee Patricia Wick

University of Maryland, College Park David Petersen Noah Collins

University of Massachusetts Jennifer Lexington Linda Scott

University of Memphis Linh Luu Lisa Winborn

University of Nebraska, Lincoln Belinda Hinojos Tricia Besett-Alesch

University of Nevada Las Vegas Shauna Landis Emily Slife

University of Oregon Brett Vicario Liz Asta

University of Pittsburgh Erin Donnelly Kym Jordan-Simmons

University of Texas as Dallas Kipp Pietrantonio Brittany Escuriex

University of Texas at El Paso Jorge Marquez Brian Sneed

University of Washington-Tacoma Ruth Dangelmaier Sean Kitakoa

Vanderbilt University Frances Niarhos Monicah Muhomba

Villanova University Julia Stein Norman Pitt

Western Washington University Andrew Armstrong Shari Robinson

Wichita State University Erin Lohman Amy Barfield

Four member programs discontinued their membership during the 2017/2018 membership renewal phase. The reasons stated for discontinuing membership are listed below.

DISCONTINUED MEMBERSHIP

University Name Reason (if Given)

California State University, Channel Islands Gina Albani -

Creighton University Rebecka Tompkins -

Santa Ana College Susana Salgado -

University of California, Riverside Ted Swigart

Western Washington University did not renew their membership in October 2017, but renewed in March 2018.

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 are five programs that fall in this category. Evidence of their center’s commitment to internship development will be requested in August, 2018. The next review cycle for this provision is scheduled for 2019.

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.

1. **New Member Programs**
	1. **Conference Connectors/New Member Conference Orientation**

*Submitted by: Drs. Broderick Leaks and Mollie Herman*

The co-chairs of the New Member Program (Di Sobel, Sterling Watson, and Broderick Leaks) oversaw two projects for the 2017 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 31 new training directors requested a Connector from the conference

registration (up from 22 in 2016);

* + Twenty-five(25) members initially volunteered to be Connectors in response to a listserv request for volunteers. An additional e-mail was sent to recruit 6 more volunteers to provide enough connectors for the first-time conference attenders who requested a Connector.
	+ Emails were sent to 31 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 2017 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, Drs. Di Sobel, Sterling Watson, and Broderick Leaks. 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.

Experienced ACCTA members were present and 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. After the program, connectees were introduced to their connectors.

* 1. **Mentor Program**

*Submitted by: Drs. Mollie Herman and Laura Wright, Co-Chairs*

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

From August 2017 to July 2018, 18 mentees were paired with mentors, and there are 2 people who are currently in the process of being matched with mentors as of July 30, 2018.

Assuming these matches will be made bringing the total to 20, this is a significant increase from 8 requests the previous year (16-17) and 9 matches the 2015-2016 year. The previous 5 years (Fall 2011-Summer 2016), an average of 13 new training directors were 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, to discuss the intricacies of coordinating a training program, to seek guidance related to program accreditation using the SOA’s, and to prepare for the self-study/site visit process.

There are currently 4 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 and at the annual conference. To improve the match process, we recommend that information be gathered on volunteers and their programs akin to the information that is solicited from mentees.

1. **Site Visitor and Consultant List**

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

**Site Visitor List for 2017 (Spring) to 2018 Present**

|  |  |  |  |
| --- | --- | --- | --- |
| **Site Visitors** | **Date of Visit** | **University /Program** | **Director of Training** |
| **Chair**: Steve Smith**Other**: Cristie Cunningham | June 2018 | University of South Florida | Michael Rogers |
| **Chair:** Michele Willingham**Other:**  | 2017 | Purdue University | Colleen Maguire |
| **Chair**: Barry Schreirer**Other**: Bong Joo Hwang | Feb 2018 | Georgie Institute of Technology | Mack Bowers |
| **Chair**: Kristen Davis-John**Other**: Annatolee King | March 2017  | Georgia Southern University | Katie Bigalke Jones |
| **Chair**: Arnie Abels**Other**: Jeanette Madkins | Spring 2017 | Florida International University | Alia Fons-Scheyd |
| **Chair**: Joyce Illfelder-Kaye**Other**: Diane Sobel | Spring 2017 | University of St. Thomas | Debra J. Broderick |
| **Chair**: Steve Smith**Other**: Monicah Muhomba | April 2018 | Southern Illinois University  | Richard Scott |
| **Chair**: Glenace Edwall**Other**: Richard T. Scott  | 2018 | Colorado State | Aki Hosoi |
| **Chair**: Jane Clement**Other**: Michael Jay Manolo | 2017 | Rutgers University, New Brunswick | Reese Mayer |
| **Chair**: Arnie Abels**Other**: Michael Jay Manolo | 2018 | UMass Amherst | Jennifer Lexington  |

**List of Active Site Visitors Not Listed Above**:

Michael Rogers, USF

Mack Bowers, Georgia Institute of Technology

1. **Special Events Coordinator**

*Submitted by: Dr. Di Sobel, 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) 2018 APPIC Conference held in San Antonio, TX from May 2-5, 2018. 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 conference. A second email was sent to membership informing them there was a planned time to meet with other ACCTA members for dinner. 24 ACCTA members met during one evening of the conference for dinner.

1. **Standing Committee on Bylaws**

*Submitted by: Dr. Laura Wright, Chair*

Committee Members: Dr. Natasha Maynard-Pemba

The Standing Committee on Bylaws continues to experience minor activity due to the P&P being updated in 2015. Additionally, the committee chair unexpectedly was unable to attend the ACCTA conference in fall of 2017 and therefore was unable to hold the yearly check-in with the committee members. There was one change to the bylaws and one to the P and P as detailed below:

The proposed Article IV.2.h. of the Bylaws Notification of Results of Balloting Process change passed by member vote. Therefore it now reads: Article IV.2.h. of the Bylaws 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 President or their designee shall notify the members of the outcome electronically.

Additionally, changes to the P & P were proposed and passed 11-0 (with 3 Board members not voting) by the ACCTA Board regarding membership and late renewals:

P&P Change

Treasurer

i. Late Reinstatement Fee. Within three months (between 11/1 and 1/31), former members pay $400 annual fee plus $100 late fee for a membership that is reinstated immediately and will end on 9/30.

ii. For memberships that have lapsed more than three months, the Late Reinstatement Fee is waived. Reapplying members will pay the regular $400 annual fee for a membership that begins at the time of reapplication, and ends on 9/30 of the same year. The membership fee will not be prorated.

Membership Chair

4. Procedures for acting on new member applications:

b. All membership renewals are due October 1st.

i. During the renewal period (8/1 – 9/30), the renewal fee is $400 for a membership that ends on 9/30 next year.

* + - Two reminder emails are sent to all members during the renewal period.
		- Up to 3 additional reminders are emailed the month after to members who have not renewed. Soon after grace period ends on 10/31, ACCTA deactivates accounts that have not renewed, and TDs are notified that their membership has ended.

ii. Late Reinstatement Fee. Within three months (between 11/1 and 1/31), former members pay $400 annual fee plus $100 late fee for a membership that is reinstated immediately and will end on 9/30.

iii. For memberships that have lapsed more than three months, the Late Reinstatement Fee is waived. Reapplying members will pay the regular $400 annual fee for a membership that begins at the time of reapplication, and ends on 9/30 of the same year. The membership fee will not be prorated.

iv. Early Application. Former or new programs get up to two free months of membership if their application is submitted during the renewal period (8/1 – 9/30): $400 fee covers a membership that begins immediately plus one full year of membership that lasts until 9/30 next year.

v. ACCTA does not refund any part of the membership fee for programs that wish to discontinue their membership before 9/30.

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 and the Committee will work to assure consistency between all versions of the P and P and Bylaws.

1. **Standing Committee on Diversity – Steering Committee**

*Submitted by: SCD-SC Co-Chairs: Drs. Debra Crisp and Ilene Magee*

Board Representatives/Liaisons: Jod Taywaditep, Amber Cargill

Consultation and Feedback to and from the Board:

* The SCD-SC was asked to provide feedback on potential 2020 ACCTA conference sites (Albuquerque, Seattle and Palm Springs). SCD expressed a slight preference for the more urban settings.
* Took part in the recently formed SCD-DMS Evolution Task Force meetings to determine the trajectory of the Standing Committee on Diversity.
* As a first step in shaping the future of the SCD, the business meeting was renamed and will now be called “ACCTA Diversity Business Meeting and Conversation Hour”. The agenda will now include discussion of current events that pertain to diversity in training and in the larger world. The meeting will be still be used to select SCD members and nominate SCD slate candidates.
* The Board expressed its commitment to the SCD by suggesting and approving a pre-conference business meeting that will be held on Saturday, Sept. 21, 2018 in Minneapolis, MN. The agenda will focus on final preparations for the conference as well as discussing the direction of the SCD and the Diversity Mentorship Scholarship.
* Consulted with the Board concerning the early departure of a number of members in recent years (most recently Kym Jordan Simmons and Monicah Muhomba) and the vacuum such departures leave for the committee. Will continue to work to ensure the continuity of the committee.
* Debra Crisp’s term as co-chair will be extended by one year in effort to ensure a level of continuity for the committee

Members of SCD-SC

Debra Crisp, co-chair (term ends 2019)

Ilene Magee, co-chair (term ends 2018)

Shane Chaplin (term ends 2019)

Diane Hayshino (term ends 2019)\*

Pam Moore (term ends 2019)

Bethany Riddle (term ends 2019)

\*Diane has expressed interest in becoming co-chair. This would extend her term to 2020.

Steering Committee Conference Calls

The Steering Committee held monthly conference calls on the 4th Monday of each month. The primary agenda for the meetings included:

* Delegating tasks among committee members
* Addressing questions and requests for information from the ACCTA Board
* Preparing for the 2018 ACCTA Conference

Programming for ACCTA Conference 2018

* SCD-SC will sponsor an unopposed program by Bong Joo Hwang: Recruitment and Training of International Interns: Benefits and Challenges.
* Culture Share will continue with small and large group formats. Small group will be structured by continuing to utilize focus questions that were introduced at last year’s conference.
* Affinity groups will be offered based on attendees’ interests.
* The SCD Business meeting will now be known as the ACCTA Diversity Business meeting and Conversation Hour and will serve as a number of purposes. First, it will continue to be a time for selecting SCD-SC members. Second, it will be a time to obtain additional nominations for the SCD-slate for the ACCTA board. Third, it will be a time to discuss current events and emerging issues related to diversity and social justice.
* SCD-SC members will assemble for a pre-conference meeting to discuss committee vacancies, conference procedural needs, and exploring the future needs of the committee.

Other Tasks

* Update SCD members and SCD listserv
* Assist with the selection of the Diversity Mentorship Scholarship recipients
* Vote for the SCD slate; call was sent out for nominations on August 1, 2018
* Formally nominate and elect a co-chair at the pre-conference meeting to allow for a smoother transition
* Review and revise SCD section of the website
* Continue dialogue with the SCD-DMS Evolution Task Force
1. **Standing Committee on Nominations**

*Submitted by Dr. Carmen Cruz, President-elect*

Dr. Cruz, Voting Coordinator, solicited online nominations from the membership between August 7, 2018 and September 14th for the positions of Treasurer and five (5) ACCTA Board Members for 2018–2020. 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. Debra Crisp, the Standing Committee for Diversity (SCD) Steering Committee Chair also solicited nominations online for the Board SCD slate and will accept nominations from the floor at the conference. Voting will occur for the SCD slate at the conference during the ACCTA Diversity Business Meeting and Conversation Hour. 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 2018, per the Voting Coordinator Position Description timeline and Bylaws requirements will be followed:

August 8 - September 14 Online Nominations

September 14 Close Online Nominations

September 22-25 ACCTA Conference – Accept Nominations from the Floor

October 2 Statements of Candidacy and Pics due from all Nominees

October 9 Electronic Voting is opened

October 17 Reminder to Membership to vote

October 23 24 hour notice that Voting will close

October 24 Close of Voting

October 26 (or earlier) Inform all candidates of results, then membership of

election and all voting results

1. **Standing Committee on Research**

Submitted by: Dr. Mollie Herman, Chair

Committee Members: Drs. Theresa May Benson, Daniela Burnworth, Brigid Cahill, Tania Czarnecki, Laura DiPasquale, Lissa Joy Geiken, Kim Hays, Mollie Herman (chair), Stephanie Kendall, Steven Lucero, Matthew Reiser, Bethany Riddle, Rich Scott, Shannan Smith-Janik, Fiona Vajk, Patricia Wick, Matt Zimmerman

ACCTA Survey and ACCTA Conference Evaluation

The committee developed, conducted, summarized, and shared results from the 2017 ACCTA conference evaluation and developed and conducted the 2018 ACCTA survey, which will be presented at the 2018 ACCTA conference in Minneapolis, MN.

Research on Recruitment and Retention of Supervisors of Color

Dr. Lissa Joy Geiken proposed that the committee pursue a project investigating factors that contribute to the recruitment and retention of supervisors of color. There was great interest amongst committee members for this project and initial literature reviews were conducted, but the project had to be put on hold in the fall due to other commitments of the committee members. The committee hopes to revisit this project at a later date.

1. **Standing Committee on Training Resources**

*Submitted by: Dr. Jod Taywaditep, Chair*

**C**ommittee Members (in alphabetical order):

Drs. Randal Boldt, Mack Bowers, Sharla Boyd, Brigid Cahill, Ellie Hakim, Kim Hays, Daniela Linnebach Burnworth, Keith Magnus, Pam Miller, Jennifer Petro, Matt Reiser, Diane Sobel, Diane Stoebner-May, Jod Taywaditep, Laura Wright, & Mark Zentner

At the 40th ACCTA Annual Conference in Denver, Colorado, new and existing SCTR committee members gathered on September 12, 2017.

After the Standards of Accreditation (SoA) became effective in 2017, new resources are in demand for accreditation and compliance. The SCTR has collected SoA-compliant materials, including evaluation forms and self-study documents, and made them available on the ACCTA Training Resources.

Following SCTR’s review of all materials on the ACCTA Training Resources in 2017, 11 sections have been delegated to SCTR members to review, edit, and add new materials. SCTR members focused on evaluating materials’ compliance with SoA. SCTR’s review also included the organization of these materials and ways to enhance users’ experience. In 2018, these tasks have been implemented by 13 SCTR members. Three members, Drs. Linnebach Burnworth, Petro, and Taywaditep, were point-persons who worked with AMC Source on the execution of the plans.

Since the last ACCTA Annual Conference, 14 requests have been made to add new materials and/or reorganize the Training Resources webpages. Major revisions have been made to organize the sections in a more user-friendly manner. Many materials were identified as outdated and removed. We have added approximately 71 documents collected from ACCTA members to various sections. Among the new materials are SoA-compliant competency evaluation forms, SoA-compliant self-studies, training seminar schedules and syllabi, training of specific content areas, training manuals, guidelines for trainer-trainee relationships, and case presentation evaluations. We are grateful for our fellow ACCTA members’ generous sharing that resulted in such a rich wealth of resources.

We look forward to reuniting with existing SCTR committee members at the Standing Committee breakfast in Minneapolis/St. Paul on Tuesday September 25 (8-8:50am). 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!

1. **Website Content Manager**

*Submitted by: Drs. Broderick Leaks and Di Sobel, Co-Chairs*

The ACCTA Website Management committee worked with AMC Source representatives Theresa Gibbon and Debbie Nolan to update the ACCTA webpage. The AMC source team 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 to provide information about the upcoming 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 Dr. Jod Taywaditep, continued to provide updated resources and reorganize the Training Resources section to provide helpful information to membership.

The 2018 ACCTA Conference website was created to provide membership with pertinent information related to the conference. The 2017 ACCTA conference website was added to the archives of previous conferences.

The Website Management committee will continue to review the website in order to make necessary updates/changes, increase accessibility of information, decrease downloads and reduce redundancy.