

**ACPA Standing Committee on Disability (SCD)
DIRECTORATE**

Chair (Karen Myers 2003-2005)

This is an official ACPA elected position with an official nomination process. Two candidates appear on the ACPA ballot every two years. Provides leadership for the Standing Committee on Disability and the SCD Directorate. Administers SCD Listserv. Requirements include at least mid-level manager; several years in ACPA; understanding of the organization; demonstrable leadership skills; knowledgeable of and experience with disability-related issues and programs; can provide information, understanding and representation on disability issues; can attend the national convention and summer leadership meeting.

Chair Assistant (Nancy Badger 2003-2005)

Convention Program Coordinator, 2003 Minneapolis, MN (Jenine Skrabak)

Convention Program Coordinator, 2004 Philadelphia, PA (Anne Bryan)

Convention Program Coordinator, 2005, Opryland, TN (Tom Thompson)

The SCD Convention Program Coordinator coordinates and chairs the SCD Program Review Team. The SCD program Review Team selects programs to be sponsored by the SCD at the annual convention. To accomplish this task, the Program Coordinator works with the Convention Planning Team and ACPA Commission and Standing Committee chairs to advertise SCD interest in programs, which address disability.

To select the programs to be sponsored, the Program Coordinator recruits and organizes a Program Review Team. This process begins at the annual convention and continues through e-mail until the Team consists of members representing as many of the constituencies of the SCD as possible.

The Program Coordinator works with the Review Team to select sponsored programs within Convention deadlines. This requires the Coordinator to electronically review all proposed sponsored and co-sponsored program submissions and assign those programs for review to Team members. The Coordinator monitors Review Team members' progress to ensure all program reviews are submitted in a timely fashion. Upon completion of program reviews, the Program Coordinator select the programs based on the following criteria:

1. Programs addressing the greatest current information needs of the SCD constituencies
2. Programs providing important information to ACPA members about disability
3. Programs receiving the highest ratings for the Program Review Team.

The process might also include contact with other Committee and Commission Program Chairs/Coordinators for the purpose of selecting co-sponsored programs.

In addition, the Program Coordinator assures that the presenter(s) of each program selected by the SCD are introduced at the time and place slated for that presenter's presentation at the Convention.

The Program Coordinator position requires skill in organizing the tasks and people within a small selection team, and ability to work swiftly within convention deadlines. It is essential that the Program Coordinator show strong attention to several detailed aspects of the selection process. Access to and familiarity with electronic mail and an electronic browser is essential due to online storage of selection materials.

Awards Coordinator Christopher McDonald-Dennis (2004 Convention, Philadelphia, PA)

Awards Coordinator Mary Tregoning (2005 Convention, Opryland, TN)

During THE initial period of this position, the Awards Coordinator will work with others in the SCD to develop one or

two awards presented by the SCD to others for their leadership in building college, university and community college environments that are more knowledgeable and supportive of students and staff with disabilities. In cooperation with others, the Awards Coordinator will develop and execute a plan for publishing awards, criteria for consideration, deadlines, procedure for determining and notifying winners, etc.

The Awards Coordinator must have a willingness to learn about existing ACPA Awards and to determine the unique role of SCD Award(s) within that structure.

The Awards Coordinator will work closely with the ACPA National Awards Chair to insure that all SCD Awards are announced at the ACPA National Conference.

Publications Coordinator (Jeanne Higbee, 2003-2005)

The Publications Coordinator develops an SCD Writing Team who will regularly write for various ACPA publications (including electronically-based publications such as the Web and/or listservs) with the goal of increasing the visibility of disability issues and information. These ACPA publications include but are not limited to Developments, the Journal of College Student Development, About Campus, daily newsletters produced during the convention, and newsletters produced by Commissions, Standing Committees, State Divisions, etc.

The Publications Coordinator serves as editor of the SCD newsletter and may author material as well, at her or his discretion. The chief job of the Publications Coordinator is coordination and ensuring that materials promised to others are produced in a manner that is timely and of professional quality. Strong writing skills, attention to detail and ability to interact with ACPA National Office staff, ACPA Executive Council members, members of the Convention Planning Team, and other executive level professionals are necessary.

SCD Representative to Paul Hart Scholarship Fund Patti Kirk, (2004 Convention, Philadelphia, PA)

This is a 2-year appointed position by the SCD Chair. The Paul Hart Fund provides financial assistance to ACPA members who wish to attend the annual convention and who have been affected by HIV/AIDS. Application information provided to SCD representative with names and other identifying information removed before review.

Position requires attention to deadlines. Knowledge of HIV/AIDS related issues or commitment to learning is especially helpful.

SCD Representative to Core Council for Member Services and Interests Anne Bryan (2003-2005)

This is a rotational 2-year appointed position by the SCD Chair. The SCD representative is expected to contribute to the overall work of the core council related to membership issues, and provides information that will assist the Association in recruiting and retaining student affairs professionals with disabilities. Requirements include first-hand knowledge of disability-related issues and concerns; willingness to comfortably share this first-hand knowledge in a manner that encourages other professionals to increase their own knowledge; at least mid-level manager; several years in ACPA; understanding of the organization; can attend the national convention and summer leadership meeting.

SCD Representative to Core Council for Outreach and Advocacy Mary Tregoning (2003-2005)

This is a 2-year appointed position by the SCD Chair. The SCD representative is expected to contribute to the overall work of the core council related to outreach and advocacy. Requirements include at least mid-level manager; several years in ACPA; understanding of the organization; can provide information, understanding and representation on disability issues; can attend the national convention and summer leadership meeting. The CCOA serves as a "think tank" for outreach and advocacy issues in student affairs and higher education.

SCD Representative to Core Council for Professional Development (Jenine Skrabak, 2003-2005)

This is a rotational 2-year appointed position by the SCD Chair. The SCD representative is expected to contribute to the overall work of the core council related to creating the professional development agenda for the Association.

Requirements include at least mid-level manager; several years in ACPA; understanding of the organization; knowledge and interest in professional development, can attend the national convention and summer leadership meeting.

SCD Representative to Core Council for Professional Issues (2007-2009)

This is a rotational 2-year appointed position by the SCD Chair. The SCD representative is expected to contribute to the overall work of the core council related to the identification and address of current issues facing the student affairs profession. Requirements include at least mid-level manager; several years in ACPA; understanding of the organization; broad knowledge and awareness of issues in student affairs; can attend the national convention and summer leadership meeting.

Marketing Coordinator Andrea Harrison-Wieland (2004 Convention, Philadelphia, PA)

Marketing Coordinator Kelly Potter (2005 Convention, Opryland, TN)

Works with a team of SCD members to raise awareness about the SCD, increase SCD membership and promote enthusiasm. Responsibilities include, but are not limited to, the following: coordinate the ACPA convention carnival table [i.e., work with Convention Team to reserve space, table and additional resources if needed (audiovisual equipment, etc.) for this annual Convention event. Work with SCD members to determine appropriate activities, materials to be distributed, and other materials or Carnival-based activities that would increase ACPA member knowledge about disability issues especially as they pertain to student affairs professional with disabilities. Work within a small budget to acquire materials for Carnival. Schedule SCD volunteers to staff the table during Carnival hours, which typically occur during one evening of the Convention.]; gather, produce, or reproduce, handouts for the convention; create and distribute stickers, pins, t-shirts or any other SCD paraphernalia requested for the convention; and create social opportunities while at the convention (e.g., official social, no-host dinners, etc.). The Marketing Coordinator will recruit a small team of members to assist with these and other tasks including fundraising promotional activities.

Convention Access Coordinator Jack Gentul (2004 Convention, Philadelphia, PA)

The Access Coordinator is appointed by the ACPA President-Elect following consultation with the SCD Chair. As a member of the Convention Planning Team, the Access Coordinator assures equal access to all persons with disabilities attending the Convention. Coordinates the provision of accommodations for convention attendees via communication with ACPA members, National Office staff, Convention Planning Team members, convention facilities staff, and vendors. Must attend Summer Leadership Meeting, Convention Planning Meetings, and the annual Convention. First-hand knowledge of disability-related issues, concerns, access laws and accommodations is essential. Must be willing to comfortably share this first-hand knowledge in a manner that encourages other professionals to increase their own knowledge.

SCD Webmaster (Anthony Solano 2002 +)

Works with ACPA National Office staff and SCD chairperson to develop and maintain SCD Web page. Knowledge of HTML and other Web-related information necessary.

Works in cooperation with SCD Publications Coordination and SCD Writers Team to assure consistency of information across publications.

[SCD Home](#) | [SCD News](#) | [SCD Conference Highlights](#) | [Disability Info in ACPA Publications](#) | [SCD History](#)

For questions or comments about the ACPA Standing Committee for Disability, please contact chairperson Karen

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[Back to Top of Page](#)

Last Modified Monday, April 7, 2003