

# Sharing the Commonwealth

Volume 30, Issue 3 March 2005

# President's Message: Mary McGinnis, Butler County Community College

Greetings to the membership of PCPA! As I take this last opportunity as president to share my thoughts with you in our newsletter, I want you to ask yourself if you are taking full advantage of the opportunities that PCPA provides. Not only are you attending conferences and workshops that deal with critical issues that you face in your daily job, but are you growing as a professional? Are you presenting at these conferences and workshops?

In this last year, it has been a challenge for us to obtain speakers for our Keystone workshops. Our Keystone workshops offer a very affordable, one-day training on topics that we face in student affairs. We have had to cancel our March date and have rescheduled for April 29<sup>th</sup>. Don't wait for someone to call you, volunteer to be a speaker. We had a record number of workshops at our conference in October. We need individuals to expand beyond a one-hour format to share their expertise and study with others.

As you look through this newsletter, take advantage of the opportunities presented. Vote for the PCPA Executive Board Members who will represent you. Go to our first networking night in Pittsburgh on March 28<sup>th</sup>. Write a paper for the Grady Roberts Award. Plan to attend the conference in Pittsburgh on October 16<sup>th</sup> through 18<sup>th</sup> at the Radisson Hotel. If you are looking for a job, post your resume on our website. PCPA has so much to offer; get involved.

In May, Brian Mauro will assume the leadership role of the Executive Board. I wish him well and want to thank the Executive Board that I have worked with this year. They are dedicated, busy professionals who donate their time and energy to keep this group going.

I hope that you have a good spring break and that I may see you at the ACPA conference in Nashville in April. I will be staffing the PCPA table at the carnival on Monday evening, April 4<sup>th</sup>. Please stop in and say hello.

Mary McGinnis Grant Director/ Career Counselor Butler County Community College



#### Pennsylvania College Personnel Association

Serving student affairs professionals in higher education in Pennsylvania

www.pcpa.net

### FROM THE MEMBERSHIP CORNER

PCPA Current Membership Data Base: 206
Number of members who participate in the ListServ: 189
A breakdown of the membership follows:

#### **Institution Type:**

•	Two-Year CC	18
•	Four-Year Public	123
•	Four-Year Private	65



#### **Membership Type:**

Emeritus 4Associate 2Regular 132Student 68

# Membership-At-Large (MAL) Representation:

<ul><li>Two-Year East</li></ul>	9
<ul><li>Two-Year West</li></ul>	9
<ul> <li>Four-Year East Private</li> </ul>	32
• Four-Year West Private	34
<ul> <li>Four-Year East Public</li> </ul>	48
<ul> <li>Four-Year West Public</li> </ul>	74

#### **Expiration Dates:**

<ul><li>Octo</li></ul>	ber 2005	165
<ul><li>Octo</li></ul>	ber 2006	24
<ul><li>Octo</li></ul>	ber 2007	4
<ul><li>Octo</li></ul>	ber 2008	1
<ul><li>Octo</li></ul>	ber 2009	6
• Eme	ritus	4

Since October 11, 2004, 41 individuals have joined PCPA!

## PCPA Annual Conference 2005 "Student Affairs:

Climbing to New Heights"



The theme and site for the 2005 annual conference has been determined. "Student Affairs: Climbing to New Heights" will be held at the Radisson Hotel Pittsburgh in Monroeville, PA. The conference will begin on Sunday, October 16, 2005 and end on Tuesday, October 18, 2005. Todd Eicker, from the Pennsylvania College of Optometry and Laurie Verost, from the Pennsylvania State University are the conference co-chairs.

Please stay tuned for the call for programs and registration information. If you have any questions or suggestions, please email Todd at teicker@pco.edu or Laurie at lmv116@psu.edu.



### **★Keystone Seminar★**

Discuss issues such as FERPA, Parental Notification, Judicial Matters, Retention. . .

April 29, 2005

Check out www.pcpa.net for details

### BOARD BRIEFS January 21, 2005

- ❖ Treasurer, Joe Puzycki, reported a balance of 10,065.06 in the checking account and 18,557.48 total assets.
- ❖ PCPA currently has 206 members. A discussion regarding membership marketing was held. It was suggested and approved to form a membership marketing sub-committee.
- ❖ Dwayne Hilton received feedback on a drafted affirmative action statement. The Board will determine if the ACPA website contains an affirmative action statement before placing ours on the website and in PCPA documentation.
- ❖ Concerns in regard to the newsletter were raised as it is difficult to recruit individuals to submit articles. The Board discussed how to recruit more individuals to submit.
- ❖ Feedback was received in regard to the fresh new look of the PCPA web site. It was suggested that other graduate programs be solicited to consider postings of graduate student resumes (currently IUP students are the focus). Additionally any student/new professional could post a resume to the PCPA placement service portion of the website for free.
- Several individuals interested in assisting with the PCPA journal will be contacted by Board members.
- ❖ It was reported by Development Chair, Jaimie Steel, that the November 12<sup>th</sup> Keystone held at Pitt-Greensburg was attended by 24 individuals. The issue of drawing more attendees to East-side Keystone's was discussed.
- ❖ Laurie Verost of the Conference Committee reminded that this years conference will be held October 16-18 at the Radisson of Monroeville, PA.
- ❖ It was reported by Tom Baker that nine students submitted essays for the Grady and Mary Roberts Writing Award. In addition, Tom noted that only 5 of 30 SAHE graduates stayed in the Commonwealth. Lastly, Tom proposed an idea to host a Networking night where grad students and professionals can meet. A pilot night will be held and Tom has already issued invitations via the listserv at the time of this newsletter publication.
- ❖ PCPA co-sponsored a second seminar with Circuit Three of ASJA and 20-30 attendees were from PCPA.
- ❖ President Mary McGinnis reported on the strategic plan. A committee of Board members has met and organized the efforts. A 3-5 year plan will be developed by the Board.
- ❖ Candidates for the 2005 Executive Board have been approved and the election will be coming soon to the PCPA web site! Keep your eyes peeled!

## CRITICAL ISSUES IN HIGHER EDUCATION AND A NEW PREPARATION PROGRAM FOR FUTURE ADMINISTRATORS

Susan M. Perlis, EdD Marywood University

It is 2005 and we are firmly planted in the first decade of the new millennium. Each decade in higher education of course brings it's own *critical issues* and looks for creative responses to those issues. Retention, judicial matters, program evaluation, learning outcomes assessment, law and policy decisions, student mental health issues . . . the list goes on and on. Marywood University saw those challenges to higher education as an opportunity to develop a new, comprehensive Master of Science degree program in Higher Education Administration.

The Master of Science in Higher Education Administration prepares individuals from a variety of undergraduate programs for leadership careers in administration in public and private colleges and universities. We recognize that many students complete their baccalaureate programs and become interested in careers in higher education from a variety of experiences and in some ways, nontraditional paths. Marywood University has designed a program to provide students with a theoretical framework for further career development as well as practical applications of classroom theory. The 36 credit program is comprised of required courses, electives, an internship, and a thesis or professional contribution.

Marywood University's M.S. in Higher Education Administration focuses on the following goals:

- Knowledge of foundations and scope of higher education
- Professional practice related to teaching, research, and service
- Recognition and appreciation of diverse student and faculty population
- Understanding the multiple perspectives of complex organizations
- Management skills such as problem solving, budgeting, fundraising, assessing and evaluating curriculum, and human relations skills
- Demonstrations of knowledge, skills, and values in a supervised internship

The program incorporates a suggested concentration of courses in addition to the required core classes that provide a broad knowledge base for future higher education administrators. The suggested concentration courses include: Communication Theory and Organizational Dynamics, Finance, Student Issues in Higher Education, Law and Public Policy, Program Evaluation, Career Development, and Multicultural Counseling. However, students can customize the program to focus the degree on their own career objectives by making choices from an interdisciplinary range of course offerings. For the student who would like to focus on a career in student services, they might choose some of the suggested concentration courses as well as additional courses from Marywood University's Counseling and Psychology department. Some students may choose to focus on strategic planning or development and choose courses from Business & Managerial Science or Public Administration. The choices are as varied as a student's career goals and ambitions.

For more information about the program, please contact:

Dr. Susan M. Perlis Associate Professor and Program Director Marywood University

Phone: 570-348-6211 x. 2318 Email: perlis@marywood.edu



# YOU ARE CORDIALLY INVITED TO THE...

# 1<sup>ST</sup> ANNUAL GREATER PITTSBURGH STUDENT AFFAIRS NETWORK NIGHT

DATE: MONDAY, MARCH 28, 2005

TIME: 5:30-8:30 P.M.

HERE: CITY THEATRE 1300 BINGHAM STREET

PGH, PA 15203 (PITTSBURGH'S SOUTH SIDE)

THIS EVENT WILL SERVE AS AN OPPORTUNITY TO MEET STUDENT AFFAIRS PROFESSIONALS AND GRADUATE STUDENTS WITHIN THE GREATER PITTSBURGH AREA. COMPLIMENTARY HORS D'OEUVRES WILL BE SERVED. THERE IS NO CHARGE FOR ATTENDANCE. PLEASE RSVP TO TOM BAKER AT TIBAKER@ANDREW.CMU.EDU BY MARCH 7 IF YOU WOULD LIKE TO HELP EXPAND YOUR NETWORK THROUGH THIS GATHERING.

HTTP://WWW.CITYTHEATRECOMPANY.ORG/

# NEIGHBOR TO NEIGHBOR: BUILDING COMMUNITY ON-CAMPUS AND BEYOND

Joe Puzycki, Interim Vice President and Director of Judicial Affairs, the Pennsylvania State University Joseph Merkle, Dean of Student Affairs, York College of Pennsylvania

This article summarizes a featured program co-sponsored by the 3<sup>rd</sup> Circuit of the Association of Student Judicial Affairs (ASJA) and the Pennsylvania College Personnel Association (PCPA). The program: Neighbor to Neighbor: Building Community On-Campus and Beyond, was presented by Joe Puzycki, Interim Vice President and Director of Judicial Affairs at the Pennsylvania State University and Joseph Merkle, Dean of Student Affairs at York College of Pennsylvania at the annual PCPA Conference in October of 2004.

#### **Program Objectives**

The presenters discussed the educational, ethical and legal issues related to developing effective campus and community relationships. During the seminar, the following learning objectives were identified:

- Participants learned the importance of historical and current (constitutional and contractual) relationships between
  institutions of higher learning and students and how those relationships impact our different approaches to enforcing
  off-campus codes of conduct
- Participants learned strategies for maintaining the appropriate ethical and legal approach in developing positive town/gown and student relationships
- Participants became aware of the different issues between large public research institutions and small private colleges and how the different issues impact our approach to managing off-campus student misconduct

#### **Program Summary**

How to best proceed in the management of off-campus student conduct is a question that many student affairs professionals are faced with answering. If administrators decide to intrude in the lives of their students off the campus, they should do so while considering: the campus code and statement of jurisdiction and the specific legal relationship that the institution may have with the student (whether it be contractual or constitutional). College administrators have an educational, ethical and legal obligation to respond to the conduct of students off the campus and that this obligation is three-fold:

First, **it is integral to our mission**. While the college has a primary duty to supervise student behavior on its premises, there are many circumstances where the off-campus behavior of students may affect the "good name" of the institution or impede upon students' ability to pursue their academic study. Students are members of campus, local community, and state. As citizens, students are responsible to the community of which they are a part and helping students to become good citizens should be part of our educational mission.

Second, we owe our neighbors in our community. Although perceptions may be that national policy trends, heightened media attention, pressure from the upper administration, and goals of the development office most influence our approaches, we argue that the realistic and reasonable expectations of the local community should have greater weight in helping us to shape our policies. Developing true partnerships with town officials needs to be done for the right reasons, not in response to political pressures. Our goal should be to establish policies that focus on student involvement in community development rather than solely student punishment.

Third, we have a reasonable duty of care that we must pay attention to. While exhibiting reasonable care we are accountable to other stakeholders. As we challenge and support our students our role will often engage third parties in our processes (i.e. parents, local law enforcement, attorneys, etc). Trends in case law might suggest a re-examination of our off-campus relationships with students and specifically, related language in our codes. Certain federal legislation such as the Drug-Free School and Communities Act (1980), the Student Right to Know and Campus Security Act (1990), the Higher Education Amendments (1992), and Title IX will continue to challenge us to evaluate our approaches to managing the conduct of our students off (and on) the campus. While revising or establishing new campus programs, start by examining the following issues/questions:

- 1. Identify the problem (be sure you have one). What data or informal structures in place suggest that you need to change anything? If there seems to be no problem, why would you then move in a new direction? If there are problems, be sure to identify the specific issue(s) and adjust only to those points of interest.
- 2. Be clear about the specific approach that best fits your institutional and community environment and culture. Your plan of action must support the college mission and goals. The size and type of institution, established traditions, political climate and desired relationships with students and the local community will affect your approach.
- 3. Identify constraints. Before moving in a new direction be sure to have the fiscal and human resources and administrative support to initiate new programs. You will need to answer the question: how will our organizational structure be altered and who will be responsible for managing it? Also, you will need to define the type and breadth of community relationships/involvement that must be present for your new program to be successful. For example, it will do you no good to establish an aggressive off-campus code of conduct if local police will not agree to partner with you by sharing criminal complaint information.
- 4. Examine how case law and student development theory may affect your proposed plan. All procedures should be shaped in such a way that they are supported by State and Federal rulings. The courts have typically supported colleges when they have shown that certain off-campus misconduct has a sufficient nexus to the university. Some examples are: student on student misconduct, repeat acts of unlawful behavior, threats to the safety of self or others, a course of conduct that negatively impacts the learning environment, when the campus establishes the rules as being central in supporting the institutional mission, and when an institution is able to show that without the rules educational endeavors may be negatively impacted (Walker & Sheridan, 1997).

Campus rules need to be established in a manner that not only protect the student's legal rights, but also, enhance their growth through interventions grounded in student development theory. While shaping your response to off-campus misconduct the following should be considered: the nature and seriousness of offense, proximity of the incident to campus, timing of the complaint, personal considerations of the student (such as past conduct history, mental or emotional state), campus precedent sanctioning guidelines, the intervention or sanction as a deterrent for repeat conduct, and any opportunity for learning.

5. Establish your policies while partnering with all appropriate stakeholders. The most powerful way to create change is through an inclusive process where all stakeholders feel invested and empowered. Bring students and outside community members into the conversation at the beginning stages of planning. Be very clear about desired outcomes and include all stakeholders in program evaluation. If positive change is to occur, we must be open to criticism and adapt accordingly. This should be a fluid process and one that is adjusted from time to time.

Finally, in developing off-campus policies, student affairs professionals must understand trends in case law, embrace the campus mission, appropriately interpret and enforce campus codes, understand the delicate balance between institutional goals and students rights, and be able to connect student development theory to practice. Policies should enhance the educational and ethical standards of the institution and focus on shifting practices away from harsh behavior control of students to placing efforts on helping students to develop self-discipline and the embracing of civic responsibility.

Today's societal views and the shift of seeing students as adults, rather than children, continues to redefine our duty of responding to student misconduct. Today, institutions are influenced by many factors such as: institutional mission, type and size, political climate, governance, relationship with the surrounding community, state and national trends, and impacting case law. Because of these factors, campus administrators will need to respond as deemed appropriate within their own campus culture and while somewhat varying in the development and application of policies and procedures related to off-campus interventions.

1. Walker, M.A., Sheridan, T.P. (1997, February). Responding to off-campus misconduct. Prepared for the Association of Student Judicial Affairs International conference, Clearwater Beach, FL.

# Grady and Mary Roberts Graduate Student Writing Award



The Pennsylvania College Personnel Association is pleased to announce the Grady and Mary Roberts Graduate Student Writing Award. Submissions are now being accepted for the 2005 award.

The purpose of the award is to encourage and recognize the scholarly writing of graduate students pertaining to current issues within Student Affairs. Students in masters or doctoral programs are invited to participate.

The award is donated by Dr. Grady H. Roberts Jr., past president of PCPA, in memory of his parents. The winner will be announced at the 2005 Annual PCPA Conference in October. The amount of the award is \$1000.00.

#### **Eligibility**

#### **Students must be:**

- Enrolled in a graduate degree program for one or more semesters during the 2004-2005 school year. Verification is required.
- A current member of PCPA. (Student membership is \$10.)
- Planning to attend the annual PCPA fall conference.

#### **Procedures**

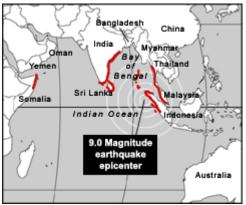
- The topic of the award is a major issue in Student Affairs.
- Submittals must not exceed ten (10) double-spaced, typewritten pages including references, tables, and figures, and should conform to the American Psychological Association Publication Manual (4th edition).
- Submit (2) copies of the manuscript.
- Entries will be judged on originality, clarity, significance of the topic to the field of Student Affairs, technical competence, and forcefulness of argument.

#### All entries must be postmarked no later than June 1, 2005 to:

Dr. Grady H. Roberts, Jr. 5323 Broad Street Pittsburgh Pa. 15224

#### INFORMATION FROM ACPA...





On December 26, 2004 the world experienced a catastrophic natural disaster: the tsunami in the Indian Ocean. Thousands lost their lives and still more lost their families, homes and livelihoods. Relief efforts are underway to help with the most immediate needs. There will be a need for aid to rebuild once the emergency needs are met.

College and university students are joining with others to help in the relief effort. If your institution has conducted or is conducting a tsunami relief event or activity, please share that with us. Please visit this website <a href="http://www.deanofstudents.ku.edu/tsunami/">http://www.deanofstudents.ku.edu/tsunami/</a> that showcases the efforts by the students, faculty and staff from our many institutions.

# ADVANCING STUDENT AFFAIRS: ENHANCING LEARNING NASHVILLE, TENNESSEE

Sunday, April 2, 2005 - Wednesday, April 6, 2005

#### **Major Speakers:**



- ✓ **Mitch Albom**, Sunday, April 3
- ✓ **Beverly Daniel Tatum,** *Monday, April 4*
- ✓ George Kuh and Jillian Kinzie, Monday, April 4
- ✓ **Joo-Hyun Kang,** Tuesday, April 5
- ✓ Patrick Terenzini and Ernest Pascarella, Wednesday, April 6



ANNUAL

CONVENTION

#### **Convention Events:**

- ✓ Convention Opening & Gala, Sunday, April 3: 6:00 pm 10:00 pm
- ✓ **Exhibits,** Monday, April 4 and Tuesday, April 5: 9:00 am 5:00 pm
- ✓ Awards Lunch/President-Elect Address, Monday, April 4: 12:00 pm 1:45 pm
- ✓ Convention Carnival, Monday, April 4: 6:30 pm 8:00 pm
- ✓ State/International Presidents' Breakfast, Tuesday, April 5: 7:30 am 9:00 am
- ✓ Standing Committee on Lesbian, Gay, Bisexual, Transgender Awareness Anniversary, Monday, April 4: 6:00 pm
- **✓ Standing Committee on Disability Anniversary**
- ✓ **AIDS Memorial,** Tuesday, April 5: 5:30 pm 6:30 pm
- ✓ Cultural Fest, Tuesday, April 5: 7:00 pm 9:00 pm

For more information go to http://www.myacpa.org/conv05/index.cfm.

### HIRING? LOOKING FOR QUALIFIED STAFF?

For decades the Indiana University of Pennsylvania (IUP) SAHE program (Student Affairs in Higher Education) has produced and distributed Mini-Resumes to introduce the graduates of the MA program to the professional community. Those condensed resumes are now available for viewing through the program's website. If you have professional searches to conduct and would like to view the credentials of the upcoming graduates from IUP, please click on the Mini-Resume link at this address: <a href="http://www.iup.edu/sahe/">http://www.iup.edu/sahe/</a>





### **JOB POSTING**

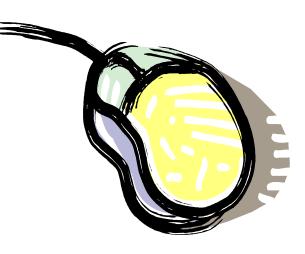
Seton Hill University, a Catholic, liberal arts coeducational institution, sponsored by the Sisters of Charity, seeks an Area Coordinator. Position requires an energetic person with high motivation, creativity, and ability to initiate programs, activities, and strategies to encourage participation and leadership development primarily of new students. Candidate must possess communication and organizational skills to work collaboratively with faculty, staff, and students. Responsibilities include maintaining a residence hall environment conducive to living and learning; fostering the social, recreational, cultural, and educational development of new students; administrative and organizational skills are essential, as are oral and written skills. A bachelor's degree is required; master's degree preferred in an education-related area and 3-5 years experience in the field of higher education.

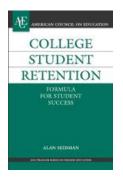
This is a 12-month, full-time, live in position. Direct letter of interest, resume, and three references to Dr. Robin Illsley, Associate Dean of Student Services and Director of Residence Life, Seton Hill University, Box 428F, Greensburg, PA 15601; email <u>Illsley@setonhill.edu</u>. Review of applications will begin immediately and continue until the position is filled.

Seton Hill University is committed to a faculty, staff and student body that reflect the diversity of our global population. Women and minorities are encouraged to apply. AA/EOE

# CLICK ON = THIS.....

Claudia Mokwa Resident Director, Gannon University





**RETENTION:** The Center for the Study of College Student Retention at <a href="http://www.cscsr.org/">http://www.cscsr.org/</a> is an ideal site for those professionals needing resources related to retention. This website has links to a wide range of information which includes theories, definitions, suggestions for publicizing retention efforts to your campus community, recommendations for starting a retention committee or program, links to online resources which provide retention data, and a PDF file of a list containing over 800 references.

**PARENTAL NOTIFICATION:** Mr. Howard Clery and his wife, Connie, formed Security on Campus, Inc in response to the tragic death of their daughter, Jeanne. This non-profit organization is committed to making college campuses safer. Their website can be found at <a href="http://www.campussafety.org">http://www.campussafety.org</a>. Parents and Student Affairs Professionals may be interested in their brochure, which is in PDF file, at <a href="http://www.securityoncampus.org/parents/parents.pdf">http://www.securityoncampus.org/parents/parents.pdf</a>. This brochure contains a waiver that institutions may want to use in accordance with the recent amendment to FERPA.





**FERPA:** The Department of Education's website at:

http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html is the primary source of information on the Family Educational Rights and Privacy Act. For information on the amendments, please visit

http://www.ed.gov/policy/gen/guid/fpco/ferpa/leg-history.html.

**OTHER CRITICAL ISSUES:** IssuesPA has a website at <a href="http://www.issuespa.net/issues/172/">http://www.issuespa.net/issues/172/</a> devoted to Issues in Higher Education as it relates to Pennsylvania. It provides several "scorecards" of how PA compares with other states.



### Who Has Your VOTE???

#### **President Elect:**

Baker, Tom Indiana University of Pennsylvania Eicker, Todd Pennsylvania College of Optometry

#### **Communications Commission Chair:**

Sherman, Amber Seton Hill University

#### Membership Commission Chair:

Bayuk, Mary Ellen Penn State Behrend

#### **Professional Development Chair:**

Finley, Kelly Bucknell University
Knerr, Amanda Penn State Behrend

#### Two-Year College Member at Large - West

Rodgers, Shirley Butler County Community College

### Four-Year Public Member at Large - West

Skobeiranda-Dau, Josette University of Pittsburgh at Johnstown

Parker, Jill Penn State Behrend

Wigle, Terry California University of Pennsylvania



To find out more about these candidates, please read their biographies at <a href="https://www.pcpa.net">www.pcpa.net</a>!

### 2005-2006 PCPA ELECTIONS

### VOTE NOW ONLINE!!!

http://www.pcpa.net



Point and Click to Review Candidate Bios and Register Your Vote.

It is your responsibility as a PCPA member to vote for Executive Board positions.

Please vote by **NOON** on **FRIDAY, MARCH 25, 2005** 

The Pennsylvania College Personnel Association does not discriminate on the basis of race, color, national origin, gender, age, affectional/sexual orientation, or disability in any of its policies, procedures or practices. The non-discrimination policy covers membership and access to association programs and activities including but not limited to conferences, placement services, publications, and educational services.

#### SHARING THE COMMONWEALTH

- Published by the Pennsylvania College Personnel Association; a division of ACPA.
- The newsletter is issued three times a year: March, July, and November.
- Deadline for copy is the 15<sup>th</sup> of the prior month.

### ADDRESS ALL NEWSLETTER INQUIRES TO:

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