

Admission and College Counseling Institute

Texas Association for College Admission Counseling and The College Board

Call for Proposals Host Institution 2013-2015

TACAC and College Board are seeking proposals for a host campus for the annual Admission and College Counseling Institute for a new three-cycle (2013-2015). The focus of the Institute is on the “How to” of the college admission profession. The targeted audience is college admission counselors (one year or less experience), independent counselors, and secondary school counselors (of all levels of experience). *NOTE: It is expected that the Institute be held in July since that month has been determined as being best for the targeted audiences. Proposals for other times will be asked for justification for suggesting a change in the timing of the event.*

If your campus is interested in making this commitment to the profession and its members, you are encouraged to complete the proposal form in its entirety.

Admissions and College Counseling Institute Host Institution Expectations

Meeting Facilities (Sunday- Thursday)

- General meeting space/auditorium – 150 person capacity
- Two “classroom” meeting spaces (may include above) – 75 person capacity each
- Four additional classrooms for breakout sessions (may include above) – 25 person capacity each
- Banquet/luncheon setting – 150 person capacity
- Classroom contiguous with continuous access
- Audiovisual/technology/LCD projector/laptop provided
- Space for evening receptions

Housing Facilities (Sunday – Thursday)

- On-campus residence – 125 beds minimum to include some single- rooms
- How many single rooms would be available?
- What kind of housing is available – traditional dorm rooms, apartment style, etc.?
- Please submit floor plans
- In residence vending, community area, computer (Internet) access (desirable)
- Wellness facilities available
- Accessible parking

Meal Provision (Current provisions listed below)

- Sunday – light dinner for ACCI Faculty / Staff
- Monday – boxed lunch, opening banquet/dinner
- Tuesday – breakfast, lunch, dinner
- Wednesday – breakfast, lunch, dinner
- Thursday – breakfast, lunch

Staff Expectations

- The host institution is expected to provide additional staff in support of logistics, physical arrangements, Institute faculty needs, marketing/promotion, registration, and materials preparation. Historically four (4) admission staff members are needed during the process. Two are needed during the planning process and two more during the Institute itself, with one assigned to the college faculty and one assigned to assist the high school faculty.
- One senior admissions person should be available throughout the week to host the Institute and participate as faculty (no compensation)
- A designated on-site staff person should be available 24 hours a day.
- A representative from the selected campus will shadow the site coordinator from the current host campus during the preparation time as well as during the summer institute itself.
- The selected campus will cover the cost of travel for the “shadow”.

Transportations Expectations

- A strong transportation infrastructure in the host institution area is desired. Generally, equal numbers of attendees drive or fly to the Institute. As a result, frequent air travel options, airport proximity, and relative ease of surface travel are expected.
- Other transportation duties may be assigned.

Please complete all proposal information by Feb. 29, 2012

For questions, please contact Chadd J. Bridwell at cbridwell@stmarytx.edu or 210/431.2266