



Professional Development Committee

The Professional Development Committee is responsible for three [NAGAP professional development institutes \(PDIs\)](#) per year:

- 1) The Summer Institute has historically been designed for higher education professionals who are new to the GEM field, or for experienced professionals in admissions, recruitment, student services and beyond looking for a refresher in the specific issues pertinent to graduate education.
- 2) The Winter Institute is designed for enrollment management professionals with five or more years of experience.
- 3) The Pre-Summit Institute is a one-day event that highlights a specific topic or issue that is particularly relevant or urgent to all graduate enrollment managers.
- 4) The virtual fall institute showcases the latest trends and best practices in the GEM field from established GEM vendors and partners.

Members of the Professional Development Committee collaborate with the NAGAP Governing Board and Executive Office Staff to organize and facilitate all aspects of the institutes. The committee also divides out specific roles as liaisons as follows:

Speakers:

Anna Proulx, Director of Admissions, American Film Institute Conservatory

Coordinate with the institute speakers to finalize topics and format, provide training on virtual platform(s), travel arrangements and reimbursements, presentation materials, and biographies

Marketing

Ashley Hurley, Marketing Advisor, Memorial University of Newfoundland School of Graduate Studies

Promote the institutes to NAGAP members and GEM professionals, which includes the management of the Facebook and Twitter PDI accounts, e-mail messages to current and prospective NAGAP members, and identify strategic ways to market each institute

Attendees:

Ariana Balayan Vazquez, Assistant Dean, Admissions and Recruiting, University of Massachusetts Medical School, Graduate School of Biomedical Sciences

Coordinate with prospective and current institute attendees to facilitate registration, assist with questions about the institute, and share conference materials

Fellowships and Conference Evaluation:

Kathryn Kendall, Sr. Assistant Dean for Enrollment and Online Programs, University at Buffalo School of Social Work

Organize the fellowship application and review of materials, coordinate with institute fellows to arrange for receipt and recognition of award, and administer conference evaluations

Education Committee:

Kathryn Kendall, Sr. Assistant Dean for Enrollment and Online Programs, University at Buffalo School of Social Work

Serve as the liaison to the Education Committee to strategically align PDIs with National Conference offerings and other educational opportunities offered to NAGAP members and GEM professionals – *Note: this position is filled by a current member of the committee*

Travel Required:

Three times a year in conjunction with the summer, winter, and conference institutes

Time Commitment:

In addition to the travel time required (see above), the members of this committee meet approximately seven times a year via conference call. Each member is also responsible for completing assigned tasks by specific deadlines. On average, it is estimated that each committee member is volunteering from 5 to 8 hours per month, plus travel time.