



## **STATEMENT OF PROFESSIONAL STANDARDS AND COMPETENCIES**

CCCSAA endorses the American College Personnel Association and the National Association for Campus Activities with reference to the presentation of statements on Professional Ethics and Ethical Principles and Standards; therefore we present the following statement of CCCSAA.

The California Community College Student Affairs Association is dedicated to enhancing and contributing to the development of: individuals, program effectiveness, service, institutional and societal involvement and professional enrichment. In support of those goals, members subscribe to the following certain professional standards.

### **MANAGEMENT, SUPERVISION, AND PROFESSIONAL DEVELOPMENT**

Professionals demonstrate their commitment to this purpose by:

- Understanding and supporting their institution's mission and goals as they relate to the campus activities program and when appropriate, work constructively to expand or change the mission and goals to better reflect the program's needs.
- Accepting, without hesitation, responsibility for their own actions and encouraging students and staff to act accordingly.
- Maintaining and enhancing professional effectiveness by improving skills and acquiring new knowledge.
- Participation in professional development programs and encouraging their staff to do the same.
- Seeking feedback regarding their job performance from students and peers.
- Ensuring the safety of individuals when involved in campus activities and limiting the liability of the institution with respect to such activities.
- Adhering to the spirit and intent of equal opportunity and affirmative action laws in all employment practices.

- Providing clear, accurate and timely communication related to job descriptions, job expectations, and feedback on performance.
- Avoiding personal behavior which could constitute sexual harassment and confronting others exhibiting similar behavior.
- Offering accurate and honest references for job applicants.
- Contributing to the development of the profession (e.g. recruiting students to the profession, serving professional organizations, educating new professionals, improving professional practices, and conducting and reporting research).
- Being fiscally accountable in all professional capacities.
- Attempting to avoid conflicts of interest arising from professional association involvement, consulting, or other business activities.
- Recognizing their fiduciary responsibility to the institution. Funds for which they have fiscal responsibility are extended to optimize value, and must be accounted for properly, in accordance to the institution's mission.

## **STUDENT DEVELOPMENT AND STUDENT RELATIONSHIPS**

Professionals demonstrate their commitment to this purpose by:

- Regarding students as individuals who possess dignity, worth, and the ability to be self-directed.
- Encouraging students to develop mutual respect and understanding toward persons or groups whose race, religion, age, sex, physical ability, sexual preference, or national origin is different from their own.
- Respecting the limits of confidentiality in their relationships with students and referring them to other individuals or agencies when additional expertise is needed.
- Actively commit to student development and the co-curricular educational process.
- Facilitating the development of a balanced co-curricular educational experience.
- Assisting students in achieving an appropriate balance between curricular, co-curricular, and extra-curricular involvements.
- Modeling ethically responsible behavior for the students and staff they supervise.
- Practicing and teaching accountability.

- Adhering to the institutional policy and local, state, or federal laws related to campus activities and teaching students to do likewise.
- Educating student leaders regarding their role within the institution, and providing feedback related to their performance and adherence to institutional expectations.
- Informing students and staff about the institutional impact of their actions and institutional officials about activities that may have positive or negative repercussion on the institution and/or community.
- Avoiding dual relationships that may involve incompatible roles and conflicting responsibilities.
- Assisting students in becoming productive and responsible citizens.

Approved: CCCSAA Conference April 29<sup>th</sup>, 30, May 1, 1994



## **STUDENT AFFAIRS / ACTIVITIES MINIMUM STANDARDS**

The California Community Colleges are governed through legislative mandates and regulations established by the Board of Governors of the Community Colleges. Each Community College through its local Board of Trustees establishes guidelines within the mandates and regulations, however, the structure and shape of the administration varies greatly. This is particularly true regarding the area of Student Affairs / Activities. Currently, persons responsible for this area are represented by administrators, classified (managers / supervisors), and faculty assignments. The California Community College Student Affairs Association, representing this professional area, brings forward these minimum qualifications which provide guidelines to ensure that the student population is adequately served in the best interests of the students and the institution in which they are enrolled.

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### **MINIMUM STANDARDS**

#### **Student Affairs / Activities Personnel should have:**

- Master's Degree in student personnel, counseling, behavior sciences, social sciences, or a Master's Degree with related experience in the area of student personnel.
- Experience or training in cultural diversity and the ability to train others in this area.
- Experience or training in leadership skills and the ability to instruct or train others in this area.
- Ability to communicate through written and oral presentations the institutional guidelines for student governance and finances.
- Ability in interpersonal skills, allowing for interaction with students, staff, faculty, management, and the community at large.
- The ability to provide direction through the establishment of goals and objectives for the area of student affairs / activities, including support staff and students.
- Ability to protect the rights of students and ensuring freedom of expression.