

# ASIA-PACIFIC STUDENT SERVICES ASSOCIATION

## Institute of Student Affairs Report For the APSSA General Meeting on 23 October 2008

### Introduction

1. To enhance better coordination and planning of training work at different locations, three Program Coordinators were appointed. They are Dr. Theseus Leung (Hong Kong SAR), Dr Bella Villanueva (Philippines) and Mrs. Deng Jingping (People's Republic of China). This report briefly described the work of ISA from 2006 to 2008.

### International Sharing Programme on Student Affairs Practice

2. The Programme was co-organized by the Institute of Student Affairs (ISA) and the Hong Kong University of Science and Technology (HKUST). A group of 7 representatives who were student affairs leaders from various parts of the Philippines under the coordination of PAASA National visited Hong Kong from 4 to 12 November 2006. They stayed in HKUST and participated in a series of educational seminars, campus visits, meeting with student leaders in various universities in Hong Kong. Programme themes included "Working with Student Leaders", "Counselling Services", "Student Development Activities", "Handling Incidents in Student Halls", "Crisis Management", "Internship and Confluence Programmes". "Career Education", "Healthy Life Style Course", and so on. These activities were conducted in the form of presentations by both practitioners in Hong Kong and the Philippines. One of the activities was a round table discussion on "Internationalization – Impact & Challenges" after a visit of the International House in the Chinese University of Hong Kong. This particular session was co-organized with the Hong Kong Student Services Association (HKSSA). Hong Kong practitioners were invited to enrol for individual sessions and more than 80 local practitioners attended the Programme.

### Training Courses in the Philippines

3. Four training courses or workshops were organized in Manila, Philippines from February 2006 to September 2008, namely, (a) Project Development and Management Course I; (b) Training Course on Research in Student Affairs Work; (c) Training Workshop on the Organization and Administration of Student Affairs; and (d) Project Development and Management Course II. Altogether, 305 student affairs administrators and practitioners had joined these courses with favorable feedback. They were briefly described as follows:

#### *(a) Project Development and Management Course I*

The course was organized on February 2-4, 2006 at the Bayview Park Hotel, Manila. There were 76 participants joining the course, with Dr. Elvira A. Zamora of the College of Business Administration, U.P. Diliman as the trainer.

The course aimed at (a) familiarizing participants with the logical framework development for program/project design; (b) familiarizing participants with the nature and context of program/project management; (c) providing participants with the necessary skills to prepare program/project plants; and (d) honing participants' skills in program/project monitoring and evaluation.

***(b) Training Course on Research in Student Affairs Work***

The course was conducted on March 8-10, 2007 at the Bayview Park Hotel, Manila. There were 63 participants, including 59 local participants, two from Singapore, one from Hong Kong and one from Malaysia. The resource person was Dr. Allan de Guzman, former Director of the Center for Educational Research and Development of the University of Santo Tomas.

The objectives of the course were: (1) to introduce research to participants as a tool in student affairs work; (2) to familiarize participants with research theories and practices applicable to student affairs work; (3) to develop participants' skills in the development of research designs for student affairs work; (4) to develop participants' skills in conducting research on student affairs; and (5) to introduce participants to writing for publication in student services.

***(c) Training Workshop on the Organization and Administration of Student Affairs***

The course was organized on February 28 to March 1, 2008 at the Sulo Hotel, Manila. The response was excellent, with 85 local practitioners enrolled for the course. Mr. Luke Wong, the Founding President, Asia-Pacific Student Services Association served as the resource person.

The workshop aimed at (a) providing participants with an overview of the objectives of, and changing concepts and practices in the organization, administration and productive systems – changes in process of globalization and their impact in higher education system; (b) familiarizing participants with the organization and administration of student affairs; (c) familiarizing participants with the concepts of student affairs administrator as manager, leader, educator and mediator.

***(d) Project Development and Management Course II***

The course was held from August 14-17, 2008 at the Bayview Park Hotel, Manila, with Dr. Elvira A. Zamora from the College of Business Administration, U.P. Diliman as the instructor. Altogether, 81 participants enrolled for the Course.

The objectives of the course were to enable participants (a) to completely understand the usefulness of the logical framework in all the major project management processes; (b) to possess adequate knowledge of the program evaluation and review technique for project scheduling; (c) to be sufficiently prepared to develop a project risk management plan; (d) to be adequately prepared to develop a project quality management plan; and (e) to be adequately prepared to develop a comprehensive project plan.

No formal post-training survey was conducted for these courses. However, based on the evaluation and views expressed by the participants at the end of the course reflected that these training courses and workshops had been of great help to most of them. At the very least, the training courses achieved the general objective of providing awareness to the participants on the subject matter.

**Foundation Certificate Course on Student Affairs in Higher Education in Hong Kong**

4. The Course was initiated by the ISA and worked collaboratively with the Hong Kong Student Services Association (HKSSA). It was designed for local practitioners in Hong Kong and aimed to provide participants with a better understanding, through a well conceived comprehensive framework, controversial issues and knowledge base that are of common concern to practitioners engaged in student affairs, student services or student development in higher education. The Course lasted for 5 whole days held at the City University of Hong

Kong from 26 April to 3 May 2007. Senior student affairs practitioners were invited to serve as speakers on selected themes, such as “The Role of Student Affairs in Higher Education”, “Youth Culture and Profile of Tertiary Institutions”, “Career Services and Education”, “Guidance and Counseling”, “Student Residence Services”, “Leadership Education and Student Development Programs”, “Legal Knowledge for Student Affairs”, “Quality Assurance and Assessment”, and “Emerging Student Affairs Services”.

5. The Course received excellent response with 44 student affairs practitioners from 12 higher education institutions enrolled in the Course. A total of 12 senior student affairs administrators and youth work practitioner were invited to serve as instructors. Some were the Heads of student services in their respective institutions. All of them were on voluntary and honorary basis. All students met the attendance requirements and were awarded the certificates of attendance and 13 of them fulfilled the assignment requirement and were awarded full certificates. The feedback from participants was very favorable, with 91.2% of respondents considered the level of intellectual challenge as ‘appropriate’, 73.5% of them commented that the course was useful for their professional development, and 85.3% of the participants would recommend it to their colleagues and friends.

### **APSSA Fellowship Awards 2008**

6. To encourage professional development of student affairs practitioners in the Asia Pacific region and professional contributions by practitioners to the APSSA International Conference 2008, the ISA had launched the Award in June 2008. Each Award would carry a value of USD 400 and a total of 5 Awards could be made. Award recipients must be APSSA members, had to submit a paper to the Conference, attend the Conference in full, share experience gained with fellow colleagues in their own institution/country, and preferably, they had not received any financial support from their own institutions. Although the assessment panel had received 3 applications, it was unanimously agreed not to offer any Award this time as none of them was able to fulfill all selection criteria.

### **Promoting Linkages and Establishing Collaborative Relationships**

7. While serving as Vice-chairman of the Hong Kong Student Services Association, the Director of ISA is in a better position to dispatch news and upcoming events of APSSA to student affairs practitioners in Hong Kong. At the same time, the Director also actively initiated contacts with personnel to facilitate the development of collaboration opportunities with external organization. For instance, the Director had met Mr. Adolp J. Haislar of The Association of College and University Housing Officers – International (ACUHO-I) in May 2007 and Ms. Cathy Stone, the Immediate Past President of the Australia and New Zealand Student Services Association (ANZSSA) in March 2008 to introduce APSSA and explore if further collaboration could be established.

### **Plan for the Coming Two Years**

8. The ISA has planned to organize Post-Conference Workshops on “Career Planning and Services for Students” and “Develop Students’ Leadership and Social Responsibility” conducted by Mr. Joseph Chan of the City University of Hong Kong and Dr. Leticia Peñano-Ho of the Philippines respectively after the APSSA Conference. These two workshops would be co-organized with the Huazhong University of Science and Technology (HUST) on 24 October 2008 for student affairs practitioners of the Hubei Province, China.

9. Another training course is planned to be organized in August, 2009 in the Philippines. At the same time, it is hoped that the ISA can further strengthen the staff attachment scheme through subsidizing junior practitioners out of the surplus gained from organizing training activities.
10. At the same time, the ISA is exploring if new Programme Coordinators can be appointed in other member countries to help coordinating and organizing training activities for their local practitioners. Besides, the ISA hopes to develop a database of resource persons in various professional areas who are interested to be trainers. They will be appointed as “APSSA Fellows” and under the coordination of ISA, they can help member institutions to conduct staff development programmes and training courses for local practitioners in their own countries. APSSA members are cordially invited to nominate interested persons directly to the Director of ISA.

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