

**The Association for Program Administrators  
of  
CSTEP and STEP, Inc.  
(APACS)**

**Annual Conference and Meeting**



***“Rising to Meet the Challenge: Preparing Students for Success  
in STEM Fields and Licensed Professions”***

***Registration Package  
June 8-10, 2011***

**Marriott Hotel  
Albany, New York**

**[www.apacs.org](http://www.apacs.org)  
[www.stepforleaders.org](http://www.stepforleaders.org)**

## ABOUT APACS

The Association of Program Administrators for CSTEP and STEP (APACS) was formed in 1997 by STEP and CSTEP professionals to support, advance and meet the issues of promoting and advocating the philosophy of equity, access and excellence in education throughout New York State. APACS achieves its goals by:

- enhancing and effecting the recruitment, retention and graduation of underrepresented minority and economically disadvantaged students in scientific, technical, and health-related fields and the licensed professions,
- supporting and facilitating research, conferences and other related activities,
- facilitating access to programs of higher education,
- promoting and stimulating professional development,
- encouraging data collection for program evaluation, and
- supporting and promoting the development of policies and guidelines governing STEP and CSTEP programs.

Membership in APACS is open to all full and part-time professionals and/or staff associated directly with the STEP and CSTEP programs. All programs who are current members in good standing (i.e. annual dues paid in full) are eligible to vote in APACS elections and meetings.

Currently, there are 51 CSTEP and 53 STEP programs located at New York State colleges and universities. CSTEP (the Collegiate Science and Technology Entry Program) and STEP (the Science and Technology Entry Program) have been sponsored by the New York State legislature since 1986-87. These programs are supervised by the New York State Education Department Office of Higher Education.

## CONFERENCE OVERVIEW

The annual APACS Conference/ Meeting is an outstanding professional development experience for professionals who have been charged to prepare minority students entering STEM fields and the licensed professions. APACS Conference brings together more than 150 professionals. The Conference Committee have created a one-stop source for education, information, and inspiration, which will allow you to benchmark the best practices of professionals, organizations, grant initiatives, and more from across the nation to achieve excellence. By networking with others throughout the state and nation, all attendees have the opportunity to learn better practices and implement them in their own programs and institutions.

### **PRE-CONFERENCE Professional Credit TRAINING**

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This year, APACS will offer a pre-conference training workshop designed to provide professional staff with information essential to effective program administration. APACS is currently working with NYSED to determine benchmarks and topics for this training. Once established, APACS plans to provide certification to those staffers who successfully complete the training session. Staff interested in participating in the pre-conference training must complete the registration form (not the same as the conference registration form) and submit payment prior to the registration deadline.

Date: Wednesday, June 8, 11:00 a.m. - 1:00 p.m.

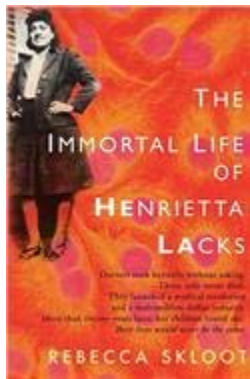
- REGISTRATION FORM will be sent in a separate mailing

## CONFERENCE HIGHLIGHTS

The Conference begins at **1pm on Wednesday, June 8<sup>th</sup>**. The registration table will be open starting at 9am that day. A draft conference schedule is included in this packet. The conference program will conclude at noon on Friday, June 10<sup>th</sup>. Attendees will be provided with boxed lunches following the final workshop session.

### 4th ANNUAL APACS BOOK DISCUSSION

#### **The Immortal Life of Henrietta Lacks by Rebecca Skloot**



From a single, abbreviated life grew a seemingly immortal line of cells that made some of the most crucial innovations in modern science possible. And from that same life, and those cells, Rebecca Skloot has fashioned in *The Immortal Life of Henrietta Lacks* a fascinating and moving story of medicine and family, of how life is sustained in laboratories and in memory. Henrietta Lacks was a mother of five in Baltimore, a poor African American migrant from the tobacco farms of Virginia, who died from a cruelly aggressive cancer at the age of 30 in 1951. A sample of her cancerous tissue, taken without her knowledge or consent, as was the custom then, turned out to provide one of the holy grails of mid-century biology: human cells that could survive--even thrive--in the lab. Known as HeLa cells, their stunning potency gave scientists a building block for countless breakthroughs, beginning with the cure for polio. Meanwhile, Henrietta's family continued to live in poverty and frequently poor health, and their discovery decades later of her unknowing contribution--and her cells' strange survival--left them full of pride, anger, and suspicion. For a decade, Skloot doggedly but compassionately gathered the threads of these stories, slowly gaining the trust of the family while helping them learn the truth about Henrietta, and with their aid she tells a rich and haunting story that asks the questions, Who owns our bodies? And who carries our memories?

This year's book discussion will provide participants with strategies to use the text as part of a curriculum map that has been aligned with Middle School, High School New York State Standards, and can also be incorporated at the college-level.

#### **Session: Kaplan as a Campus Resource**

This session will provide participants with an overview of the various programs and services provided by Kaplan. The organization best known for its college and graduate course test preparation courses, also provides similar reviews for bar exams, medical, nursing, and many health professional licensing examinations. Equally as valuable are many free workshops the organization offers on campuses like "Writing an Effective Personal Statement."

#### **ACUPLACER as an Assessment Tool**

ACUPLACER is an instrument that provides program directors and advisors with an effective standardized placement tool. The purpose of ACCUPLACER tests is to provide individuals with useful information about their students' academic skills in math, English, and reading. The results of the assessment, in conjunction with program goals, allow academic advisors and counselors to map out academic support for their students. This session will provide participants with an overview of the exam as a placement tool and how it may be used to develop an individualized learning plan for students.

# REGISTRATION POLICIES & PROCEDURES

## DEADLINES AND FEES:

**Early Bird Registration Fee: \$450 per person**

Must be postmarked by April 29, 2011

**Regular Registration Fee: \$475 per person**

Must be postmarked by May 6, 2011

**Late Registration Fee: \$550 per person**

Must be postmarked by May 20, 2011

**Payment MUST be accompanied by the Registration Form.**

If you must process your payment through either the SUNY or CUNY Research Foundation, please make every effort to ensure that your check is sent ONLY if it is attached to the registration forms. Every year, a number of RF checks arrive for processing without the proper registration paperwork. Tracking down the source of these checks requires an excessive amount of time and effort. Failure to ensure that your payment is accompanied by your registration paperwork is likely to result in delays in registration.

## WHO PAYS?

Anyone attending any part of the APACS Annual Meeting must submit payment for registration. The registration fee covers the costs of the conference, materials, and meals.

**Guests:** If you anticipate bringing an unregistered guest (e.g. spouse, family member) to the conference and wish to have them partake in the meals offered throughout the conference, you MUST contact Christopher Fernando no later than April 30, 2011 to notify the Planning Committee. See below for meal costs for unregistered guests. Anyone joining us for meals only must pay the Guest Meal Fee by May 13, 2011.

## CANCELLATIONS:

If, for some reason, you have paid a registration fee and need to cancel your registration you must do so no later than 4pm on May 13, 2011 if you would like your registration fee refunded. Contact Christopher Fernando via email ([cfernando@uamail.albany.edu](mailto:cfernando@uamail.albany.edu)) to cancel. Cancellations after that date should still contact Christopher Fernando via email ([cfernando@uamail.albany.edu](mailto:cfernando@uamail.albany.edu)) to inform the planners of your decision. Cancellations made after the May 13, 2011 will not be eligible for a refund. Please note that the cancellation policy and deadline dates for guests are the same as for APACS members.

## SUBSTITUTIONS:

Once your paid registration is verified via email, you have until Friday, June 3<sup>rd</sup> to make any substitutions. If you wish to replace one registered staff member with another unregistered member we request that you contact Christopher Fernando via email ([cfernando@uamail.albany.edu](mailto:cfernando@uamail.albany.edu)) no later than 4pm on June 3<sup>rd</sup>. A registration form for the new registrant must be attached to that email.

Please indicate at the top of the form the name and institution of the registrant being replaced (e.g. "REPLACES JANE W. STAFFER, XXXX COLLEGE")

**HOTEL:**

In order to register at the Marriott under the conference rate, attendees will need to have paid their conference registration fee. Once the registration form and fee are processed by APACS, the registrant will receive an email confirmation with a confirmation number that can be used to reserve rooms at the hotel under the conference rate.

Room Rate: **\$139 (single or double occupancy)**

Deadline for hotel room reservation at conference rate: **May 13, 2011**

**ONLINE REGISTRATION:**

There will be **no** online registration for the 2011 APACS Annual Meeting. Anyone registering for the conference must do so using the procedures detailed above.

Updates and schedule information will be added to the APACS website ([www.apacs.org](http://www.apacs.org)) on an ongoing basis. Participants are encouraged to consult the site regularly for information.

# DRAFT SCHEDULE

## Wednesday, June 8

<b>Pre-Conference Certification Session</b> <i>Open only to registered participants</i>	11:00am – 1:00pm
<b>Opening Lunch</b> with Welcome Speaker	1:00-2:15pm
<b>Workshop Session 1</b>	2:30-3:45pm
<b>APACS Annual Meeting</b>	4:00-5:00pm
<b>Dinner</b>	6:00-8:00pm
<b>APACS Meet and Greet Reception</b>	8:30-10:00pm

## Thursday, June 9

<b>Breakfast</b>	8:00-9:00am
<b>Plenary Session 1</b>	9:15-10:30am
<b>Roundtable</b> <b>Workshop Session 2</b>	10:45am-12:00pm
<b>Lunch/Keynote Speaker</b>	12:00-1:45pm
<b>Plenary Session 2</b>	2:00-3:15pm
<b>4th Annual APACS Book Discussion*</b> <i>* Participation is limited to those who registered prior to the conference</i>	3:30-4:45pm
<b>Workshop Session 3</b>	3:30-4:45pm
<b>Dinner</b>	6:00-8:00pm

## Friday, June 10

<b>Breakfast</b>	8:00-9:00am
<b>SESSION TBD</b>	9:15am-10:30am
<b>New York State Education</b> Information Session	10:45am-12:00pm
<b>Closing/Box Lunch</b>	12:00pm Empire Room

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***“Rising to Meet the Challenge: Preparing Students for Success in STEM  
Fields and Licensed Professions”***

**APACS Annual Conference and Meeting**

The Marriott Hotel, Albany, New York

June 8<sup>th</sup> – 10<sup>th</sup>, 2011

**CONFERENCE REGISTRATION FORM**

(Please Type or Print Legibly)

<b>Name (first last)</b>	
<b>Title</b>	
<b>Organization or Program Name</b>	
<b>Address</b>	
<b>Work Phone</b>	
<b>Fax</b>	
<b>Email</b>	
<b>Institution</b>	

Registration Fees\*:     \$ 450 per person Early Bird  
**(Deadline - Postmark by April 29, 2011)**

                                   \$ 475 per person Regular Registration  
**(Deadline - Postmark by May 6, 2011)**

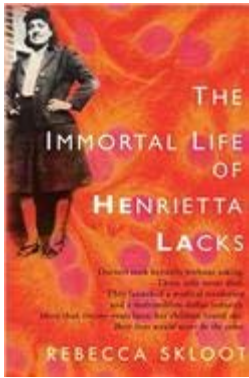
                                   \$ 550 per person Late Registration  
**(Deadline - Postmark by May 20, 2011)**

Registration fees must be paid with institutional checks or money order, please do not send cash. The APACS Tax Identification Number (TIN) is 13-3978475. Please make check payable to: APACS, Inc. and mail with this registration form to:

**Dr. Leonese Nelson  
Syracuse University, Office of College Preparation Programs (CSTEP/STEP Program)  
111 Waverly Avenue, Suite 220  
Syracuse, NY 13244**

\*Registration fee includes all meals, workshops, conference materials and guest speakers.

STEP and CSTEP are funded by a grant from the New York State Department of Education to increase the number of historically underrepresented students who enroll in and complete undergraduate or graduate programs leading to professional licensure or to careers in science, technology, engineering, mathematics (STEM), and health related fields.



## 4th ANNUAL APACS BOOK DISCUSSION REGISTRATION FORM

*The Immortal Life of Henrietta Lacks*  
By Rebecca Skloot

Space in the book discussion session is limited, and registration is on a first-come, first-served basis.

Name	
Title	
Organization or Program Name	
Address	
Work Phone	
Fax	
Email	
Institution	

**Fax Registration Form by May 13, 2011 to:**

**Dr. Gladys Palma de Schrynemakers**  
**Fax: 718-488-1412**

**\*\*\*Note: Please do NOT send book registration with conference registration information. \*\***



# Experiential Learning Roundtable DISCUSSION FORM

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**We invite programs to submit for this year's Roundtable Discussion**

Experiential learning occurs when students engage in some activity, look back at the activity critically, draw some useful insight from this analysis. We invite programs to submit 10-minute presentations on successful experiential learning activities. The experience can be from an exploration at a museum, laboratory, team building activity, etc. Please submit copy of the activity with form and bring copies to the conference to distribute at the Roundtable.

Please complete the information below and email or fax this form to:  
"Experiential Learning" Roundtable

**Dr. Gladys Palma de Schrynemakers**

**Fax: 718-488-1412**

**gschryne@liu.edu**

## Speaker Information

<b>Name</b>	
<b>Address</b>	
<b>Day Phone</b>	
<b>Email</b>	

**Briefly explain your desired topic for the "Experiential Learning" Roundtable**

**2011 APACS Annual Conference and Meeting**  
**GUEST REGISTRATION FORM**

Please complete one form for each guest attending conference meals.

<b>Conference Attendee Name</b>	
<b>Institution</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Guest Name</b>	

**Meals included in \$100 guest registration fee:**

**Wednesday Lunch  
Wednesday Dinner  
Thursday Breakfast  
Thursday Lunch  
Thursday Dinner  
Friday Breakfast  
Friday Boxed Lunch**

Please send your check made out to APACS, Inc. in the amount \$100 to the address below no later than May 13, 2011. Please note that the cancellation policy and deadline dates for guests are the same as for APACS members.

**Dr. Leonese Nelson  
Syracuse University  
Office of College Preparation Programs (CSTEP/STEP Program)  
111 Waverly Avenue, Suite 220  
Syracuse, NY 13244**