

Counseling Program Faculty Meeting Minutes
October 10, 2018

Members present: Leslie Anderson, Chris Carver, Paul Maddox, Robin Farris, Joe Hulgus, Jef Cornelius-White, and Maia Moore.

Not present: Amy Chenoweth

Approval of Minutes: Chris Carver requested two changes to the minutes. Under Practicum/Internships Application, point 6, he asked for the word take to be used instead of "get used to" and, second, under CACREP Midcycle Report to indent a second bullet layer under point three, some things to discuss. The following six points needed to be indented under that heading. Joe Hulgus made the motion to approve the minutes pending these changes and Jef Cornelius-White seconded the motion. Leslie Anderson asked that the minutes differentiate between what the actions were, the discussion, and the decision made.

Reports and Update:

Report of Counseling Program Coordinator

- Curricular changes for COU 777, 778 and 778 have been approved. COU 716 also approved. Joe Hulgus asked if these would be effective in January for the spring semester or in the fall. Not certain – they may be on record for spring but not able to be registered for until fall.
- Task Stream – Travis Marler is back. They will make proposed changes needed. Site supervisor's special accounts made. Leslie Anderson mentioned that the instructions need to be added to site supervisor training slides. Paul Maddox said Amy Chenoweth is working on the training slides with a GA assisting her.
- The DESE Matrix was submitted to Judy Gregg. There seems to be confusion regarding this. Judy Gregg/Kim Dubree called DESE regarding this and did not clarify that the submitted materials were for K-8 and 8-12; apparently DESE thought they said K-12, a program that is in process but has not been approved yet. DESE refused to let them submit the document. Paul is following up on this.

Report of Practicum/Internship Coordinator

Amy Chenoweth submitted the practicum and internship information to Paul Maddox since they could not be present at the meeting.

- Numbers for practicum – 26 applications
 - Course breakdown: 1- 786; 3-782; 5-777; 1-other; 16-mental health
 - Semester breakdown: 22-spring; 4 summer
- Leslie Anderson asked if we were offering 2 or 3 credits. Paul Maddox responded that students in the summer and fall needed 2/2 can those in the spring need 3. Next year, all students will be registered for the same class so they will all receive same credit.
- Numbers for internships – 38 total
 - Course breakdown: 12-781; 13-783; 12-785; 1-other
 - Semester breakdown: 31 spring; 4 summer; 3 fall

Report of CACREP Liaison

- Submitted Midcycle Report on October 1 by email and sent hard copy by mail. Received confirmation on electronic submission.
- Will distribute a copy of the Vital Statistics to everyone today. These need to be uploaded to website. There was a discussion regarding the need to check the previous year's report for accuracy. There is a discrepancy between our numbers and what is on record with the admissions office. Need to keep a three year record to follow trends. Leslie mentioned that they had asked Morgan to write down the algorithm for calculating the statistics and to make an Audit Manual. Will need to check the flash drive Morgan left to see if any documentation can be found. Need to find a good place to keep materials like these that all Counseling faculty can access. Microsoft 365 has shared files which would be a good option.

Report of Center City Counseling Clinic Director

- They are having workshops this Friday.
- The Audit of Center City Counseling Center is now online.

- Update on legal issue brought up at last meeting. If a client were to sue the Counseling Center, the faculty and BOG would not be liable since they are not meeting with clients. Robin is meeting with Rachael Dockery next week regarding this issue.
- The order for the equipment upgrade is in the procurement office. Robin has spoken to Larry about the upcoming implementation but nothing can be done until the items arrive.
- Updating the Clinic handbook is being done but Robin wants to combine the Practicum and Clinic handbooks into one document. They are adding a Director's section to the clinic manual.

Discussion Items:

MSU Play Therapy Institute

- Action - Renewable in December, \$400.
Discussion – There was a lot of discussion regarding this. This is a program that is interesting to a lot of people. It is a good marketing and reputation builder for the area and can be used to draw a lot of students to the university. It would also be a platform for holding conferences, workshops or training sessions. Some of the negatives are that it requires having a certified RPTS person as the director, it requires a lot of upkeep, records and documentation. Unfortunately, the time, effort and finances needed to support this program are not really available at this time.
Decision – Let go of this for now and revisit the possibility of the Play Therapy Institute in three or four years. For now, we can focus on the Play Therapy Certificate program that has been approved.

Development of Proposed Sub-Committees

- Action – CACREP Assessment Committee
Discussion - This was discussed at the last meeting. Maia Moore will chair this committee and Robert Maddox, Leslie Anderson, and Chris Carver will be on the committee. The faculty agreed to change the name of the committee to the CACREP Standards Committee.
Decision – To move forward.
- Action – Handbook revisions committee.
Discussion – Revising, updating and possibly consolidating the different handbooks for the website.
Decision - This committee will be chaired by Robert Maddox. Robin Farris, Chris Carver and Leslie Anderson will participate in this committee.
- Action – Curricular Innovations Committee
Discussion – There was a lot of discussion regarding the purpose and scope of this committee. Some saw it as a visionary type committee/taskforce to explore ideas, listen to feedback, and to look for innovative opportunities. Others saw it more as a committee to use regarding following through with current projects and opportunities that arise during the semester. Some thought it should include curriculum changes and the new certificate programs whereas others suggested those items should be separate.
Decision – This action was tabled for the next meeting. Robert Maddox asked the faculty members to think about their perceptions for this committee and how they will explore this more at the next meeting.
- Action – Graduate Certificates Committee
Discussion – This committee's purpose would be to manage the new certificates – marketing, website, getting the programs up and running.
Decision – Chris Carver and Jef Cornelius-White will work on this committee. Paul Maddox will ask Amy Chenoweth to chair the committee.
- Action – Marketing Events Committee and Marketing Materials Committee
Discussion – No discussion
Decision – Table these items for next meeting

Student Related Concerns

- Robert Maddox brought up an issue regarding a student completing his internship at one of the school. A teacher overheard two students talking about an inappropriate relationship between the intern and a different 7th grade student. The teacher spoke to the principal. The principal made the hotline call on the intern without giving the interns name. The principal spoke to the middle school student who denied the allegation. The principal spoke to the intern who also denied there was any type of inappropriate behavior. The student came