

Counseling Program Faculty Meeting Minutes
September 12, 2018

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

Approval of Minutes: Jef moved to accept minutes, seconded by _____.

Reports and Update:

- Paul mentioned that the GradCAS rollout has been implemented. Some of the student applications are caught in the old application system and others are in the new system. Lisa is making folders for the applicants. It is possible in the future that paper folders will not be needed as faculty will be able to access materials through the GradCAS system.
- Spring 2019 – there have been 52 applications so far. Of the 52, 5 have withdrawn, 2 postponed, 9 are incomplete and 1 has a low GPA. At present there are 34 completed applications – 13 for the school counselor program and 21 for mental health.

Task Stream:

- New template is up and live but both new and old forms are still online. Let students know they need to be putting their work into the Counseling MS template. Students should upload documents that have not already been uploaded and documents that have already been uploaded should be moved from the old template to the new one.
- There was quite a bit of discussion regarding the items in the template.
- Leslie questioned whether some of the artifacts were missing.
- Everyone liked the assessment changes – it is progress getting everything in one place.
- Paul mentioned that all students are now taking the same core classes so it will be easier to make true assessments.
- The question was asked regarding faculty being able to see how students submit their work. Paul mentioned that Travis had set up all faculty members as Administrators/Evaluation Managers so they should be able to go in through the administrators tab to see the student's side.
- Demonstrating competency – to assess faculty's abilities.
- Need to be able to upload cover sheet – to be able to view it.
- Question asked about sending students an email regarding using the new system but Paul said Travis was to send students information on signing up.
- Task Stream is student driven.

Practicum/Internships Applications

- The new forms have been updated and will be put on the website.
- Questions came up regarding preparation for practicum. How to make sure the student has taken all the pre-requisite classes before they do their practicum. Suggested that the application do not need to list the classes but be changed to state something to the effect of "I have completed all pre-requisite classes needed for the practicum", or "I will have completed all classes by _____ (date)."
- Question raised regarding QPR training. Students should know there is a fee with this.
- Students need to have completed the QPR training before they register for their practicum.
- Amy mentioned she would rather the students take the Suicide Screening Training. It is an online training taking 2-3 hours. A certificate can be printed out. Suggestions were made to have the student upload the certificate to Task Stream as it is something that can be included with the students resume when applying for positions.
- Chris mentioned that it he prefers students take the suicide prevention training as early as possible. The earlier, the better.
- The QPR training is about \$29. The Suicide Prevention Training is about \$69.00.
- Question was asked about FBI clearance – apparently some students are getting their clearance to early and their clearance expires before the end of the semester. This causes problems as the clients lose their counselor

in the middle of the semester. Suggestions were made regarding how to resolve this situation but basically, the students need to check their clearance dates to see when they expire and reapply if it is in danger of expiring.

- This brought up the issue of liability insurance – should proof be uploaded to TS?
- Proof of professional memberships also came up. Should it be required that students obtain specific counseling memberships? Can we require students to purchase specific memberships?
- Robin brought up the liability insurance questions regarding whether the BOG could individually be held liable if one of the students/faculty were sued in the Counseling Center. She is going to follow up with Rachelle Dockery – legal counsel for MSU. Paul mentioned that it was his understanding that the university carried liability insurance so he didn't think the BOG members could be held liable for any suite in the Center City Counseling Center.

CACREP Midcycle Report

- Due date of the report was Friday, September 14. James was calling to ask for an extension until the beginning of October in order to get the report completed.
- The faculty agreed that there were several issues connected to this report. Basically, that the department had not been consistent with assessments or with following plans of what they needed to do. There did not seem to be any continuity from year to year.
- Some of the things discussed:
 - Need rubrics that can be accessed
 - Information was collected but not used
 - Wide inconsistency in launching Task Stream
 - No general, consistent place to keep data or how to utilize stored material
 - Is there a graduate follow-up survey for practicum supervisors? There has been an informal interview but no required or written documentation.
 - Are graduate advising surveys done?
- With all the discussion and realization that there is a need for more guidance in this regard, Maia made the move to create a CACREP sub-committee to work to resolve some of the issues that were brought up. Jef seconded the motion and the motion was passed by the members.
- Maia said she would send out a new rough draft of the report to the faculty by Friday, September 14 and asked for the faculty to respond with their comments, corrections, re-writes, etc., by Monday, September 17.

Other Updates:

- For marketing/promotion, Amy mentioned that next year it would be great if they could do something for National Depression Screening Day.

Chris Carver – Graduate Research Faculty Status:

The faculty approved his application and it will move forward, however, with an informed warning regarding the possibility of it being too soon for upper administration to recommend him. It depends whether they consider him meeting the pre-requisite requirements.

Meeting dismissed at 11:50

Amy made the motion to dismiss the meeting. Paul seconded the motion.