

Counseling Program Meeting  
January 2019  
Minutes

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

Meeting called to order by Paul Maddox.

Approval of minutes

- Minutes from the November meeting were discussed. Three revisions were proposed and Dr. Anderson moved the minutes be approved contingent upon revisions being made. Dr. Carver seconded the motion and the vote was unanimous. Revisions to be made are:
  - Paragraph three on first page: Change paragraph regarding the clinic to say Dean Hough and Greg Rainwater are working with Procurement to purchase clinic recording equipment. The money for the project has been earmarked specifically for this project.
  - Under the discussion section on the second page: Correct the spelling of Dr. Carver's name by changing Christ to Chris.
  - Under Other Concerns on the last page: The discussion regarding student evaluations will be revised to state Dr. Moore raised an issue regarding another instructor's classroom. Dr. Satterfield reminded faculty to encourage students to report this type of information on their course evaluations.

Reports and Updates

Report of Counseling Program Coordinator – Dr. Maddox

- Dr. Maddox updated faculty on the DESE matrices issue. Dr. Maddox spoke with DESE and Judy Gregg regarding misunderstandings regarding the proposed program changes and assured them the COU faculty was not proposing a new certificate. MSU still has two matrices: K-8 and 7-12. The proposed change will allow students to meet both matrices in the 60 hour program.
- Please contact Morgan Probus if you have anything to include in the Counseling Newsletter.
- An annual program meeting Master Agenda was created as an outcome of the mid-cycle report. Items on the agenda will be provided to faculty each month regarding data needed for the next meeting.

Report of CACREP Liaison – Dr. Moore

- Revisions to CACREP mid-cycle report were made and submitted on November 22.
- Jamie Pack responded that the committee would review the report at the beginning of the year. The committee would follow up on the report after the review.
- One item on the Master Calendar Agenda for the February meeting is to collect data to make the process easier in terms of reporting. The data requested is the cover sheet of student portfolios for all Counseling students who graduated between fall 2017 and spring 2018.
- Faculty discussed how they will use the data to evaluate program outcomes and how to create a more systematic approach to make sense of the data.
- Questions were asked regarding who has the required cover sheets. COU GA has created an excel sheet to input the data that was provided but some faculty have data in their own files.
- Faculty discussed Taskstream and its purpose. Suggestions were made regarding other options to use in addition to using Taskstream.

- Dr. Moore asked Marian to keep a document named CACREP Notes, which will be kept separately from the meeting minutes, to keep track of CACREP discussions.

#### Report of Practicum/internship Coordinator – Ms. Chenoweth

- Ms. Chenoweth reported on the site supervisor training held in December. They were hoping for 15 people but had 30 people come. 23 of the attendees were school counselors and 7 were mental health representatives. Ms. Chenoweth thanked GA Mary Donnelly for her hard work in making this training a success. Marian Green was also thanked for helping with food and reserving a room.
- The upcoming Practicum/Internship meeting scheduled for February 7 was announced. Ms. Farris, Director of CCCC asked if it would be possible for students to get all the clearances and required forms completed before they were able to register for classes. Ms. Chenoweth said that students could not register for classes until all requirements were completed and they were cleared for the class by Mr. Reinert.
- Questions were asked regarding costs of FBI fingerprinting and QPR training. QPR costs \$69 for the full test. The cost of FBI fingerprinting was not mentioned.
- One requirement students must complete is a Mandated Reporter Training. MSU partners with Evangel each year to do a live mandated reporter training. Jill Patterson, Title IX Director at Missouri State will lead the training on February 20<sup>th</sup> from 6:30-9:15. This is a wonderful opportunity for students to take this training for free.

#### Report of Center City Counseling Clinic Director – Ms. Farris

- Ms. Farris invited anyone who has not had an opportunity to visit the Clinic to walk through and see how great it looks.
- The only items still needed to buy are lamps. Space heaters needed to heat the clinic have caused issues with blowing breakers. Heating needs to be improved.
- Jim, Sam and Reuben have been doing a wonderful job in getting the new system set up in the clinic.

#### Other Important Updates and Announcements:

- COU Program SP 19 meeting dates: Faculty discussed meeting times for the remaining spring faculty meetings. Mondays and Thursdays were identified as the days that worked best for everyone. After discussion and calendar checks, faculty agreed Thursday at 10 am would work well for everyone and the following meeting dates were set:
  - February 14
  - March 21
  - May 2
- Group Interviews – Lisa is putting together folders and will provide faculty with the folders soon. Lisa asked faculty when the interview day would be. Faculty discussed setting an early date so students could receive their acceptance and have time to prepare for registration. Faculty agreed on February 25<sup>th</sup>. Applicants will arrive at 8:30 and will be divided into two groups. One group will tour the Clinic while the other group are in the GA orientation, they will then swap places. After the Clinic tour and orientation, applicants will meet with counseling faculty. The meeting will end at noon giving faculty time to make decisions.
- Counseling program forms and handbooks – Dr. Maddox and Ms. Chenoweth have been reviewing the handbooks for Practicum/Internship as well as the Counseling Program handbook.