

August 28, 2013 Counseling Faculty Meeting
PCOB 127 – 12:00 p.m.

Attending: Department Head, Dr. Arthaud; Paul Blisard; Jef Cornelius-White; Robin Farris; Lyle Foster.
Guest, Dr. Wayne Mitchell. Missing: Joseph Hulgus; Tamara Flores. Leslie Anderson on Sabbatical.

I. Review of last minutes.

- a. April minutes were approved as written by an email vote in April

II. Dr. Wayne Mitchell of the Psychology Department discussed the Center City Clinic's (CCC) CSQ.

- a. He presented the data with some recommendations for future data gathering and utilization.
- b. The clinic director will make suggestions for a friendly IRB amendment will be sent to the department head and then circulated to all listed on the proposal before being submitted to IRB. These included adding back in removed questions with a disclaimer.
- c. The faculty thanked Dr. Mitchell.

III. Follow up on Counseling Documentation Procedures

- a. Helping and Practicum Faculty will propose a written mechanism to provide more in depth evaluations of skills sets for consistent use in Helping and Practicum.
- b. Practicum
 - i. A process is approved and will be implemented this semester.
 - ii. Critiques of strengths and concerns with quantitative and qualitative information will be completed on a weekly basis. Three consecutive weeks of low performance/significant concerns will result in a second faculty review.
- c. Helping Lab
 - i. A process is approved and will be implemented this semester, which involves written feedback of quantitative and qualitative information on an approximately monthly basis. If performance is not an A or B level on first feedback, extra supervision with written feedback provided will commence.

IV. Weekly Clinic and Staff Meetings

- a. A brief discussion occurred regarding these weekly meetings. They serve a proactive method of organizing clinic director, GA's, interns and Clerical tasks and time.
- b. It is explained a stock agenda of checking in with department head, clinic director, interns/GA's, coordinators, and administrative assistant is used.
- c. Email or documents will be created as needed to document certain decisions or tasks but specific minutes are not needed.

V. Faculty considered a Per Course Counseling member for Grad Faculty status.

- a. A vote occurred and was unanimously passed to grant this status.
- b. The matter will go forward to the next departmental meeting for vote.

VI. Curriculum Proposals

- a. Play Therapy Supervision, Advanced Play Therapy, and Substance Abuse syllabi were passed around for faculty review.
- b. An email with these syllabi and accompanying curricular proposals will be sent to Counseling Faculty asking for a vote by Tuesday, September 3 so they could be submitted for Departmental vote on the CLSE Sept 4 meeting.
- c. It is hoped these courses will be ready for spring or fall use and added to the Mental Health Program as required courses in compliance with CACREP.

VII. Interviews for the Masters program will occur on November 1 and February 28.

VIII. Recruitment flyers were not discussed.

IX. Update of CACREP status

- a. The possibility was discussed of conflict in ethics code vs. legal council regarding the ability to require students attend psychotherapy as part of remediation was discussed.
- b. It is also noted that the program should not use internship/practicum sites if they discriminate against LGBT clients.
- c. It is suggested the specific ethical standard citations be presented in writing to the department head for consultation on whether legal counsel, Provost's office and/or what route could be taken.

X. Portfolio Evaluations and the need to clarify grading rubric/criteria were discussed. Program Coordinator will make recommendations from a pilot launching this fall before spring's official launch.

Meeting adjourned.