

1/28/13 Faculty Meeting Minutes

Attending: Leslie Anderson, Tami Arthaud, Paul Blisard, Marci Dowdy, Joe Hulgus, Kristi Perryman. Jef Cornelius-White: sabbatical.
Minutes by Tamara Flores.

Topic		Sub Topic	Discussion item	Action
Administrative Information		Review of last minutes	Minutes Approved?	Motion is made and seconded to approve March minutes. Unanimous vote to approve occurs.
		Program Coordinator	The Program Coordinator will be stepping down June 1, 2013.	Call for volunteer - The department head will talk with the nominee about taking the position.
		PEU dispositions	Student Self-assessment will be part of Comp Exam application and should be signed by advisor before application is given back to the academic assistant.	<ul style="list-style-type: none"> • Revised Comp application reviewed by faculty. Motion is made to approve. Faculty unanimously vote to have the form accepted. • Discussion of when faculty will do disposition assessment.
		LPC Prep to Diagnose	Letter for MMHCA to advocate for students' preparation for diagnosing.	<ul style="list-style-type: none"> • The Ed.S. advisor will create bullet points of what is taught in in 724 & give to the program coordinator. • The Intern/Practicum coordinator will note how it is used in Practicum & intrnshp with CACREP language. • Program Coordinator will send.
		NCE	All 14 students taking the NCE last October passed the exam	Discussion. No action necessary
		Course scheduling	Review of Summer & fall schedules	
	<ul style="list-style-type: none"> • Summer & fall schedules are available for students to view Feb 1st. • Summer & fall registration begins April 1st. 		<ul style="list-style-type: none"> • Program Assistant will email students to take notice of 701 & 702 being blended on the same day on alternation weeks as well as 705 & 751 being "stacked". • Department Head will check & email final schedules to faculty. 	
Master's Program information		54-hour masters electives	What courses are permissible?	<ul style="list-style-type: none"> • The 6 extra credit hours will be up to advisor discretion as to what will be on POS. • Discussion re possibility of courses coming from other department (advanced Psy crse per advisor)? • Fac will send course suggestions to the program coordinator. She will compile the results and email options for advisor/student conversations. • Discussion of financial options for GA's

Master's Program information (Cont.)	Recruit- ment	School Counselor	Review of report for New School Counselor Standards and Evaluation.	<ul style="list-style-type: none"> •The Internship instructor shared a website showing pilots of new evaluations for all fields in the public schools. Counseling Educators will be required to use new standards in internship classes. •Internship will be piloting counselor position this fall to mirror DESE. •The Intern/Practicum coordinator and Internship instructor will work together to reference the new adaptation in the student handbook. •Will bring update at Feb meeting.
		Admissions	Report of Applicant numbers	<ul style="list-style-type: none"> • Question: Should all applicants with complete packets be sent invitation letters? (Due to Grad College delay) • A motion is made to approve and faculty unanimously vote that all complete applications will be sent an invitation letter to interview.
			Document review	Discussion regarding the faculty grading Sheets. It is agreed to leave them as they are.
		Group Advising	Recommendation that Group Advising be done in the fall semester only with a powerpoint sent to students each spring.	<ul style="list-style-type: none"> • Discussion occurs. It is agreed to update the powerpoint & mass email it to everyone each spring. • Question: what format to use - email? Survey Monkey? •Group interested
	Practicum	Disposition Policy & Procedure	Feasibility of creating a policy/procedure for required disposition meeting(s) in the event a student receives a NP in practicum.	Not discussed
			Confirmation of auxiliary sites	Not discussed
		Advisory Board	Mental Health Report	Not discussed
		School Report		Not discussed
CACREP Information	Timeline	Next Steps for CACREP	Need to have points & topics ready prior to retreat.	<ul style="list-style-type: none"> • Assignments will be sent out with structure needed. (COU CACREP Process Checkpoints) • Revision of Attachment 8. • STEPS isn't complete yet - expect to be able to be online with it this semester.

CACREP Information (Cont.)		Action Items	Portfolio revision	<ul style="list-style-type: none"> • Program Coordinator's hand outs - "maps" to help CACREP discussion. • Department Head notes STEPS' benefits and issues. Possible blackboard portfolio potential options. • Ed.S. Program Advisor will talk with another program who is piloting a cohort using blackboard eportfolio. • Discussion of discontinuing the E-portfolio and moving to a notebook model. • Suggestion and discussion of building a model specific to the Counseling Program in excel. <ul style="list-style-type: none"> a. Will be more reliable as CACREP/PEU information and program. b. The program coordinator and Ed.S advisor will work together prior to the retreat to create a draft. • Updates of needed information occur. Report handed out should be flagged by faculty and information ready to discuss at retreat. • Faculty will send updated vita and updated syllabi with standards to the program assistant to upload in the banner CACREP folder. Access will be given to all counseling faculty.
PTI Info			Review of Workshop occurring Saturday 01/26/2013	Not discussed
Clinic Report		CSQ	The clinic CSQ has been suspended. Should it be continued or dropped?	<ul style="list-style-type: none"> • The clinic director discusses her meeting regarding the CSQ and hand out. • Faculty want 1st page (original information) used. Discussion re demographic of clients & uses for the information. • CSQ should be done with everyone, including elementary practicums. • All clinical faculty must approve of proposal before administration of the survey begins again. • Discussion of where/how it should be stored and how often CSQ is administered.
		Waiting list		<ul style="list-style-type: none"> • Discussion of updated information shows waiting list is now small enough to be manageable. • Discussion of how to schedule clients.
		Upcoming Programs		Workshops discussed- explaining community's desire for scheduling in spring.
Ed.S. Info	Admissions	Schedule	View attachment	<ul style="list-style-type: none"> • The Ed.S Program advisor notes 5 applicants, all but one are alum. Hand out discussed. • One student will go through MA interviews. • Program Assistant will send applicant Ed.S names to interviewers.

Ed.S. Info (Cont.)	Recruit- ment			Not discussed
	COMPS			Ed.S. Advisor requests feedback from faculty. Discusses scenarios to be randomly selected and schedule of exams. Faculty will return information by - (end of April?)
Other	Following faculty meeting dates: Feb 27; Mar 27 & April 24. 12:00 to 1:30			
	Discussion of ability to upload all meetings and program material on websites.			
	Retreat coffee at 8:30, writing at 9 a.m. Program Assistant will print hard copies of syllabi. Discussion of retreat discussion items.			
	Tamara requests faculty & GA schedules be emailed to her			
	Department Head - incentive programs from dean's office. Group agrees this is good. The internship instructor will set on board.			
Intern/Practicum Coordinator notes Play therapy video up online				