

## 10/14/2012 Faculty Meeting

PCOB 127 9:30 a.m.

Attending: Tami Arthaud, Leslie Anderson, Paul Blisard, Joe Hulgus, Kristi Perryman. Jef Cornelius-White on Sabbatical. Absent: Marci Dowdy.

Minutes by Tamara Flores

Subject Area	Topic	Matter	Action
	Review of last minutes	A motion was made and seconded to accept. Minutes are approved as written.	
Accreditation	1. Alignment of syllabi.	Files of syllabi information for each class are discussed. Faculty divide syllabi and will write in objectives so content areas are consistent with CACREP. Discussion of how to do practicum syllabi.	Faculty will return syllabi by December 5th.
	2. Implementation of 6 month post-grad survey.	GPAC (COE). Cou needs to come up with 5 questions. Discussion of how far to go back.	Should be ready to send out end of spring semester.
	3. Portfolio Revision	It is noted the biggest CACREP issue is assessment. Faculty agree Summary Report should be done annually by October.	The previous academic year will be pulled together and the report will be sent in by March.
	4. Calendar of Assessment Checkpoint items	(1) Assessments from employers of post-grad students. (2) Assessment of student performance. Comp results, portfolio and syllabus assessment tools will be used for this. Discussion of building portfolio, what to put in it and where/how it can be stored. Process will begin at spring. Discussion of portfolio P/NP grading goes back to advisor rather than the 765 class. (3) Refine checklist pieces. Discussion of standardized questions to be asked, end of year reports and "talking points" at advisory boards. Discussion of timeline. Note documentation of how WP teaching is same standards. Discussion of editing for self assessment. The official document will be written at the Retreat on Feb 8th.	The Ed.S. Advisor will look at online info for a model.  The department head will find out today when the survey will go through; she assumes spring.
	5. Table of Student No's. from Admissions to Graduations	Discussion of why the program is admitting more students than are graduating. Attrition?	Will continue to monitor .

Accred'n (Cont)	6. Artifact Data Collection	The program coordinator shares she will report back to faculty after meeting with COE's Web Services. Expects NCATE will note us as cert program.	Program Coordinator will send email re artifacts to faculty and update Group Advisement PP.
Spring Admissions process	1. Add verbiage for Self-assessment to app?	Faculty agree there is no desire for a self-assessment writing piece to use as a data point. Discussion of what would be done with information.	tabled
	2. Interview date	It is agreed applications are due Feb 1 and interviews for the Master's program will be held the morning of Feb 22nd. An afternoon session will be held to interview for the Ed.S. program. The group agrees to hold interviews in PCOB.	Interview date is to be posted on our web site.
Web Design	Money requested by Tami for support?	No monies are available for web support or design. The two GA's from COE should be used.	
Budget Proposal	Dean's fund outcome	<i>(last month's meeting)</i> Money is approved. (Can pay for Verl Pope)	
Spring Group Advisement	Available to each class or in meetings?	It is suggested info re portfolio go out during group advisement. Discussion of new per course. Program Coordinator suggests the PowerPoint be delivered in classes during the week. Faculty agree it will be less disruptive. Discussion of who, when & how it should be delivered.	
Practicum	Update:	It is explained there are 5 Ele, 4 Sec & 7 Mntl Hlth applicants. Discussion of numbers and flow concerns. It's expected summer will have several students. Discussion of client/course/observation hours.	
Internship	Update	Not discussed.	
Ed.S. Info	Program structure/course revision?	The Ed.S. Advisor explained the status of obtaining Comps questions & the exam process. He will bring more info at the Dec meeting. It is expect Ed.S. comps will be given in March.	Comps information due 12/5. Discussion of Program structure is tabled to spring.
boards	1. Mental Health		
	a. Membership		
	b. Meeting times		
	2. School		

Advisory B	a. Membership	There was general discussion of meeting times and dates regarding all three advisory boards.	tabled to 12/5
	b. Meeting times		
	3. Clinic		
	a. Membership		
	b. Meeting times		
Insurances	ACA/ASCA membership requirements	Written into COU 702/703 syllabi?	tabled to 12/5. <i>(from 9/26 meeting)</i>
Department chairs vs. chairman	Feasibility of Smaller departments?	The group discusses benefits and potential losses. An advantage would be a Counseling Program Chair would be better for accreditation and there would be clear singular advocacy. Also, the Chair would be able to teach Counseling courses where Tami is not.  Loss could be identity.	Will be discussed further at next CLSE meeting on December 5th, 11 to 1.
Program & Course Changes	54-hour masters electives	Not discussed.	tabled
	Should ELE/SEC 302 be a pre-req for 781/783 ?	The group agrees Ele/Sec 302 should be a prerequisite course for both 781 & 783	Program Coordinator will begin governance process
	Should SPE 310/340/715 be a pre-req for 753?	The group agrees Spe 310, 340 & 715 should be taken as a pre-req to 753 for certification purposes.	
	Are competencies placed in ComAg theories implemented in ele internship?	Not discussed.	
Comp Exam Scores	Master's Program Comp Exam Results	Observed, no formal discussion	

The next Counseling Faculty Meeting will be held on December 5th from 9 to 11, prior to the Departmental Meeting