

12/5/2012 Faculty Meeting Minutes

Attending: Leslie Anderson, Marci Dowdy, The Clinic Director Farris, The Ed.S. Advisor Hulgus, Kristi Perryman. Guest, Greta Myers. Absent: Tami Arthaud, Paul Blisard. Jef Cornelius-White on sabbatical. Minutes by Tamara Flores

Discussion item	Matter	Action Items
Review of Nov. minutes	Review and approval of November minutes	A motion is made and seconded to approve January 2011 minutes. Unanimous vote to approve as written occurs.
Alignment of syllabi.	MoSPE standards are discussed. It's agreed faculty will wait till spring to insert them. MOSTEP will be taken out for spring and added back in spring with DESE crosswalks standards. (1) It is agreed they are all ready to go to GA's. The GA's will do formatting and add the statement of the knowledge base.	Faculty will review each others syllabi prior to Jan 7th, in advance of beginning of semester and meeting with per course faculty. (1) Send syllabi to GAs for review of action verbs to have completed by next week.
	Discussion of faculty doing peer reviews on syllabi for competencies.	(1) Faculty Mentors need to communicate with Per Course now, what syllabi look like & get feed back on activities and competencies. (2) Date set for semesterly adjunct meeting, will be on 2/3 from 3:00 to 5:00 p.m. (3) Faculty will individually contact and invite mentees. (4) Program Coordinator will send dates out today via email.
Accreditation (Three month plan)	<ul style="list-style-type: none"> • Program Coordinator states she will work on Potential Next Steps for CACREP document. Need to have points/topics ready prior to retreat. Assignments will be sent out with needed structure. •CACREP Process Checkpoint document reviewed, process checkpoints include PEU and CACREP checkpoints. (1) Human Growth & Development competency needs to be determined and artifacts selected. 	<p>Will have check in on Jan 30 meeting.</p> <ul style="list-style-type: none"> •Seminar instructor will go back and revise MS e-portfolio for review at Jan 30 meeting. (1) Internship Coordinator will bring guidelines for 707 competencies at Jan 30 meeting.

<p>Accreditation (Cont.)</p>	<ul style="list-style-type: none"> • PEU checkpoints discussed. <p>(1) STEPS documents have disposition surveys for students to complete on themselves and faculty to do for students.</p> <p>(2) PEU survey to be done during Foundations, Practicum & comps.</p> <p>(3) Discussions about artifacts for group work and e-portfolio revision.</p> <p>(4) 707, 708 & 757 students will demonstrate understanding through weekly reflections & final SA exam/paper.</p> <p>(5) 703 does ethical dilemma paper</p> <p>(6) 702 does ask model ethical dilemma paper.</p> <p>(7) Comp Exam will be an additional piece. The new application and should be signed by advisor before application is given back to Tamara.</p>	<ul style="list-style-type: none"> •Cover sheet will be created to be completed for PEU disposition. <p>(1) The academic assistant will create a cover sheet for CACREP Competency areas and add a confirmation that the student has completed a PEU disposition Self-assessment in STEPS by January 30.</p>
<p>ACA/ASCA membership recommendation</p>	<ul style="list-style-type: none"> • Discussion occurs regarding when ACA/ASCA membership should be required. <p>(1) There will be no specific check - assumption is students will obtain it, with proof being checked with the practicum application.</p>	<p>Academic Assistant will make a comment in computer for 702 & 703, "Enrollment in this course requires student membership in American School Counselor Association http://schoolcounselor.org. \$60 for student membership." no later than Dec 7.</p>
<p>Faculty vote regarding Per Course Graduate Status</p>	<p>Four per course are discussed for Graduate faculty status</p>	<p>Two are unanimously voted in the affirmative. The two remaining will be voted on in May.</p>
<p>Ed.S. Program</p>	<ul style="list-style-type: none"> • Ed.S. advisor states performance of Ed.S. capstone/comps needs to be completed prior to spring. Would like faculty input regarding parameters and tasks so he can bring a revised process of timeline back to Jan meeting. • Syllabus should be developed by doctoral measurements. • Instructor/student face to face time is discussed. The advisor sees each student at least once a month during arranged schedule. • The Practicum/Internship Coordinator would like to meet again to discuss what faculty should be doing with stdts. •Ed.S. Spring recruitment/admissions 	<p>Faculty will give requested Comps information by Jan. 10</p> <ul style="list-style-type: none"> • The Program Coordinator will send CACREP guidelines to the Ed.S. advisor. Will met again next week. <p>Tabled for next meeting</p>
<p>Advisory Boards</p>	<p>Mental Health a. Membership</p>	<p>Tabled for next meeting</p>

	b. Meeting times	
Advisory Boards (Cont.)	2. School a. Membership b. Meeting times	Tabled for next meeting
	3. CCC a. Membership b. Meeting times	Tabled for next meeting
Program and Course Changes	DOD/TRICARE Certification Requirements	Tabled for next meeting
	54-hour masters electives	Tabled for next meeting
	Discussion of course changes.	Will be presented at the December Departmental meeting for CLSE approval.
a) Center City Counseling Center	<ul style="list-style-type: none"> The Clinic Director shared there was a great turn out for the Inaugural Clinic Advisory as papers were passed to everyone. The Program Coordinator would like to look at the Clinic Vision and investigate if it should it go from clinic site based care or should we expand to outer areas. The Clinic Director expressed a desire for balance in client care to avoid community opinion of "Don't bother, you'll be put on a waiting list". <p>(1) The Program Coordinator asks what support and guidance is needed.</p> <p>(2) Cautionary note is discussed regarding the recent lower populace of practicum students.</p> <p>(2.a.) The Clinic Director asked where recruitment should come from.</p> <p>(2.b.)The Practicum/Internship Coordinator says internship faculty are a good resource as well as practicum faculty as they discuss the opportunity with strong practicum students.</p>	
	<ul style="list-style-type: none"> Expanded clinic hours - ✓ Move into Saturdays? <p>(1) Advisory Board members shared they believe Saturday mornings through the early afternoon would be better attended than Friday &/or Saturday evenings.</p>	
	<ul style="list-style-type: none"> The Ed.S. Advisor expressed interest in family/couple practicum. <p>(1) Discussion. While there were no objections, faculty felt that the first priority at this time is CACREP and this option could be explored at a later date, post-accreditation</p>	

<p>Center City Counseling Center (Cont.)</p>	<ul style="list-style-type: none"> • Faculty agree there is no desire to work on Saturdays. <p>(1) Issues related to weekend clinic services: cost, demand, and sites need to be looked at.</p> <ul style="list-style-type: none"> • The Clinic Director states a GA will have to be scheduled & building security will need to be looked at. • The Program Coordinator states the primary concern should be on CACREP standards to ensure students get enough hours and then look at expanding for community later. • The Ed.S. Advisor discusses practicum being taught two nights a week, three hours each for 10 weeks instead of one six hour day for 12 weeks. <p>(1) The Program Coordinator voices concern of continuity for clinic because of the gap in service this could create.</p> <ul style="list-style-type: none"> • At Jan meeting, CSQ will be discussed. Client pre& Post test (questionnaire) that was suspended for a while. 	<ul style="list-style-type: none"> • It is agreed expansion could occur down the road. • No action. Weekend option tabled to post-CACREP
<p>Summer & Fall '13 Course building.</p>	<p>Faculty should view classes they teach and mentor for dates and times.</p> <p> > Revisions should be addressed via email.</p>	<p>Give the academic assistant changes prior to Christmas break</p>
<p>Internship/Practicum</p>	<ul style="list-style-type: none"> • A discussion of the Internship Site Visit sheets occurs. A thanks to the school internship instructor is given for doing the school visits this semester. <p>(1) Highlights of Mental Health sites are read and shared. In general a major strength expressed by most sites were MSU students have good person centered skills.</p> <ul style="list-style-type: none"> • State and Fed Govt has become more stringent in documentation so students will need to be taught a larger variety of documentation & forms (e.g. SOAP notes). • It is noted there are 13 students needing Mental Health Internship; perhaps 2 sections should be created. <p>(1) Decision: at least 18 students are needed to create an additional section per Dr. Arthaud</p>	<ul style="list-style-type: none"> • The Internship Coordinator will discuss new required texts with the instructor for 785 <p>(1) Further discussion in Retreat.</p> <p>(2) Areas for improvement explained and discussed.</p>

<p>Internship/Practicum (Cont.)</p>	<ul style="list-style-type: none"> • Discussion re students finishing site hours early or if students should continue seeing clients throughout the semester for benefit of both the client(s) and student learning betterment. (1) Decision: site supervisors will make the decision but students should be prepared to stay at the site the entire semester. Services and needs of the site should be considered. Students will stay in Group class while seeing clients. • Students can take internship & a different track of practicum if approved by the Practicum/Intern Coordinator but will not be allowed to take two internships simultaneously. • The Practicum/Internship Coordinator discussed the Practicum contact hours collected and it appears all students have met their requirements this semester. (1) Several students are now taking 2 semesters of practicum to obtain training in multiple areas. (2) New practicum sites have been added recently. 	<ul style="list-style-type: none"> • The Practicum/Internship Coordinator will discuss the need for students to attend to clients through out semester even if their hours are completed with Kara by the end of this month. • The Practicum/Internship Coordinator will email the new practicum sites to all faculty by the middle of this month.
<p>Other</p>	<ul style="list-style-type: none"> • Should there be a mentor meeting re syllabus with Per Course? Would like to invite per course to part of retreat for peer review and mentoring • Remember group advising will be done differently this semester. Per Course will meet with core faculty's class to do individual orientations. The Program Coordinator will send schedule to everyone prior to orientation. • A special thanks to Greta for attending. • January meeting date is 30th • Retreat is 2/8 	