

Fall 2019 Counseling Program Meeting  
October 1, 2019

**Minutes**

- I. **Call Meeting to Order**
- II. **Approval of Minutes from Previous Counseling Program Faculty Meeting**
  - a. **Corrections**-minor correction made and adopted
  - b. **Reminder:** 11/5 10-12 PCOB 127 for next program meeting
- III. **Search Update** -Chris Carver. Recruitment at ACES discussed.
- IV. **Reports/Updates**
  - a. Report of Counseling Program Coordinator – Jef Cornelius-White
    - Course Schedules- discussed spring, summer, fall schedule building
    - Spring Registration:
      - Proposal for 11/6 Fall 2019 Cohort 2 Registration 2:25 (~15 from BS) 4:00 (17 from CC), and 4:25 (~16 from BS)
    - New Interview Date: 11/1
    - New Student Orientation: 11/4 (KW, JCW) is the proposed date
    - Recruitment and Curricular Events: Strategic enrollment (JCW, KW), GPAC (KW), curricular meetings (JCW, CC, KW, JH, KW going forward this semester), recruitment fair (JCW, CW), brochures (JCW, KW, RP), EMP (JCW). Presentation of information concerning these events occurred.
  - b. Report of CACREP Liaison – Chris Carver
    - Vital Statistics Report to Faculty was presented and plan to put Online and the link distributed to stakeholders was discussed.
    - Annual Report will aim to be presented at next meeting
    - Training at ACES for self-studies and/or site visits will occur by CC next week.
  - c. Report of Practicum/Internship Coordinator – Amy Chenoweth (GA: Corbin)
    - Site supervisor trainings, MOUs, orientation, applications, and forecast numbers of students were discussed. A plan to shorten, create appendixes and improve the internship/practicum handbook was discussed.
  - d. Report of Center City Counseling Clinic (CCCC) Director- Robin Farris
    - Policy proposal for use of clinic space or property beyond helping or practicum was adopted with a small tweak to the second proposed language.
    - Equipment update was given
    - Report on Workshop Enrollments: At capacity (64 and 62 participants) with no more registrations accepted.
- V. **Curricular proposal**
  - a. **Three sets** moving through governance.
  - b. **School Certificate** accepted through MDHE. Will be online in graduate catalog in October and we may admit for spring with KW and JCW working on the program of study, application process, and advising process.
- VI. **Discussion Items**
  - a. Advising

- Fall 2018 Cohort reminder: Plan is 778 and 794 (or 781/783/785), 720, 756, Elective (especially SPE 715). Check for classes that might be behind or ahead. Most on track for 2020 graduation
  - Spring 2019 entering students email will be sent today as a guide for students and advisors
  - Legacy students circumstances vary.
- b. Student Handbook project update. (GA: Morgan, thanks RF, JCW, MP). Feedback and/or approval encouraged in the sections already revised and for additional sections as requested to be completed soon. Another chunk of revisions to be sent out this month with the hopes to have it all revised and adopted this semester.
  - c. Per Course/Adjunct plans: Request to remaining per course for blurbs sent. Full time faculty mentors encouraged to reach out regarding per course faculty perceived needs and to inform or remind about taskstream components.
  - d. Tabled advisory board and alumni follow up survey discussion. KW volunteered to chair and organize the School Advisory Board with a meeting likely in 2019. Other faculty and/or graduate assistants will be encouraged to co-chair and/or participate. AC and CC volunteered to chair and organize the mental health advisory board with a plan to meet in spring 2020. Discussion of potential processes to identify, relationship build and invite participation with various parties was begun and is encouraged from all faculty members to help these processes succeed.
  - e. Advisor Student Survey plan. A reminder of a plan to develop, perhaps by CC and/or JH was given

**VII. Student Related Concerns**-Three student concerns were discussed.

**VIII. Unfinished Business**

**IX. New Business**

**X. Adjournment**

**Reminders for Next COU Program Meeting in October/November (in accordance with Annual Program Master Agenda):**

- Select candidates for interview
- Begin to Develop Course Schedule for Summer & Fall Semesters next year
- Reminder on Registration begins 10/30/19