

Spring, 2020 Counseling Program Meeting  
FEBRUARY 18, 2020

**Minutes**

- I. **Call Meeting to Order**
- II. **Approval of Minutes from Previous Counseling Program Faculty Meeting**
  - a. **Any Corrections; corrections noted; minutes approved**
  - b. **Schedule a February meeting** – Next regular meeting date is during Spring Break, so.....
  - c. **NEXT MEETING – 3/24 at 9:30a**
- III. **Search Update** -Chris Carver
  - Candidates coming in this week and next
  - Established agenda
- IV. **Reports/Updates**
  - a. Report of Counseling Program Coordinator – Jef Cornelius-White
    - Course Schedules
    - Recruitment
  - b. Report of CACREP Liaison – Chris Carver
    - Self-study must begin this Summer; self-study out in June, 2021
    - Survey what signature assignments are yet needed
    - Review master syllabi for courses
    - Discussed clarifying guidelines for adjuncts with regard to textbooks and syllabi
    - Alumni survey needs to go out this semester
    - Reconvene advisory boards
  - c. Report of Practicum/Internship Coordinator – Amy Chenoweth
    - (refer to supplied handouts)
    - Practicum/internship meeting today; need assistance reminding students to attend
    - Suggested that ALL interested students attend EVERY semester of practicum and internship
    - 3 new MOUs signed
    - Amy will now collect PES information
    - Suggested that we do a “meet-and-greet” with internship site staff to meet with students; possibly do on Friday, 3/27 (4-6p); practicum orientation (3:30-4:30p)
  - d. Report of Center City Counseling Clinic (CCCC) Director- Robin Farris
    - CEU workshops 5/1
    - Updating the clinic manual
    - Implementing the HIPAA certificate changes
    - Reaffirmed the dress code
    - New spaces is still being evaluated
    - Discussed Helping Lab students purchasing password-protected USBs to record their helping sessions for later use
    - Proposed that students entering Helping purchase such thumb drives that then get used in Internship, capable of encryption; if acceptable, start next semester

- V. Curricular proposal updates** – Still moving through
- VI. Course offerings** – Status of Trauma-Informed Care certificate; in-process, but may use 700-number course to fill in prior to approval
  - Suggested proposing a variety of 1-hour courses for students (maybe 4 1-hours offerings), not in same semester as Psychopharmacology
  - Will start by developing 4 1-hour (4 week) courses for fall
- VII. Discussion Items**
  - a. Tabled advisory board and alumni follow up survey discussion; set a meeting to discuss
  - b. Advisor Student Survey plan (Chris will follow-up)
- VIII. Student Related Concerns**
  - a. Discussed a student with problems, reported by multiple faculty, with responsiveness to supervision and boundary issues; suggested they be referred to committee for consideration of remediation
- IX. Unfinished Business**
- X. New Business**
  - a. Accelerated Masters or alternative
    - Briefly discussed but tabled for later discussion
  - b. Entering PES Data information (should be very brief).
  - c. Communicating COU program information with students
  - d. Internship site approved recording devices
  - e. Clinic recording guidelines for students and how we will manage that
  - f. Per-course mentoring and more formal training/expectations re: signature projects, etc.
  - g. Textbook adoption, approval, etc.
  - h. Completion of initial signature projects in Taskstream
- XI. Adjournment**