



Minutes
Department of Counseling
Faculty Meeting
December 3, 2010

In attendance: Abrams, Ceballos, Culbreth, Furr, Harris, Lassiter, Ng, Post, Rapisarda, & Wierzalis

Dr. Culbreth made a motion to approve minutes of faculty meeting on 11/12. Dr. Wierzalis seconded and motion passed.

Announcements

- Summer funding will be the same as last year
- For those teaching second class, the amount will be a fixed amount for all.
- CPCE will be given on Tuesday, Jan 4 in CHHS 145
- Dr. Harris suggested that Office Manager proctor the exam instead & faculty agreed.

CACREP Update

- Dr. Culbreth mailed our response to put our document in the mail
- Dean's office wants current syllabi to ready for NCATE
- Dr. Culbreth will request fall and spring syllabi. Faculty may wait to receive his request before sending them to him.
- We need to give provide all our syllabi - for both core and elective courses
- Dr. Culbreth will also ask if we can use template for Practicum and Internship classes instead of having each of our individual syllabi
- Faculty discussed uploading our syllabi and our CACREP Self Study on our website
- Cross listed courses (MA and PhD) need separate syllabi
- Dr. Harris mentioned that he needs to provide to Dean's Office GASP allocation report for past three years.
- Drs. Culbreth & Harris will meet with staff at the University Counseling Center to clarify expectations for our GA position and interns there

Student Staffing

- Dr. Harris will create notebook with staffing information so we can have a physical record about what has happened with students to monitor progress of students
- Dr. Wierzalis discussed the e-Portfolio & also met with program coordinators
- Dr. Balog is collecting from faculty key assessments, rubrics

Information Points:

- 1 portfolio with different sections
- If instructor changes, need to be sure it doesn't lose its consistency – have to have key points for each course regardless of who is teaching it
- Instructors need to identify key assessments
- Courses need rubrics that are consistent across the program

- Areas we'll establish are the 8 core areas. We will determine how each of our subjects that fall under these areas.
- Those courses become the products in the portfolio
- Rubrics needed to:
 - demonstrate consistency (3 point scale (unsatisfactory, satisfactory, excellent) across the top and categories down the left column)
 - show reliability, validity, and products in the portfolio
- Need to have supplemental rubrics for our certificate programs (substance, school, play)
- Need separate portfolio for clinical data (confidential)
- Overall objective – anything besides product must be measurable; want ability to run data; measures both student and program's performance
- Timeline
 - We will address this at each faculty meeting
 - By January faculty meeting we hope have rubrics
 - Goal is to start using portfolio in fall 2011
 - By mid-February, we want to have something to using it as a dry run during spring semester
- Dr. Culbreth will assume responsibility for doc portfolio

Clinical Report – Dr. Wierzalis

- There are few students who cannot find sites
- Need clarity about process for MA and PhD site placements
- Practicum students will have a second module added
Add self harm and suicide
- Internship – currently has disaster relief and psychopharmacology
- The committee decided that the following paperwork should be submitted for students' folders:
 - Data summary sheet
 - Site info sheet
 - Site supervisor final evaluation
 - Instructor final evaluations
 - Final log

Other material from the course should be shredded.

Faculty were invited to send feedback to clinical committee about clinical forms and process

- Dr. Wierzalis is revising the on-site supervisor evaluation forms
 - Faculty discussed requests to do internships from students who are not in our program--when classes are filled, students will be denied.
- Suggestion was made to have an alumni learning series --we provide CEUs in topic areas of research areas of faculty – Fridays in Jan, March, April, May - \$30./training –
- Faculty should send email with feedback to Dr. Balog. Some ideas discussed were:
 - Sharing with them what we are doing now with our other CEU opportunities for their participation
 - Show what we're doing in website
 - Create an alumni link on website
 - Do better job of informing alumni listserv
- The number of applicants for the PhD & MA program is about the same as last year.
- Mu Tau Beta Holiday party is on Saturday December 4, 2010 at Chima.

At our next meeting with will address doctoral course rotation

Question – about ownership of courses

Does it depend on specialty, research area?