



Friday, March 18, 2011
11:30 a.m. – 2:30 pm
COED 246

Present: Balog, Culbreth, Furr, Ng, Veach, Wierzalis, Harris, Lassiter, Absent: Rapisarda, Abrams, Post.

1. Called to order: By Harris.
 - a. Approval of minutes: Wierzalis 1st, Culbreth 2nd Approved by all.
2. News/Announcement
 - a. Concentration areas – 3 – one more hurdle before approval by the University, already approved by the university curriculum committee.
 - b. Student files – Dr. Harris asked for list of documents to be kept electronically.
 - i. Initial application
 - ii. Clinical documents
 - iii. Staffing forms
 - iv. Dr. Harris asked for volunteers to help determine the documents to be scanned for records.
 - c. Standards submitted to SACS stay as the standards to guide the department – Harris
 - d. NCATE and SAC accreditations on the horizon and more work will be required to get ready – Dr. Harris.
 - e. Expanded coordinator role
 - i. Dr. Wierzalis has agreed to also coordinate the doctoral clinical experience beginning from July 2011.
 - ii. School counseling program coordinator – Dr. Ceballos has accepted the role beginning July 2011.
 - f. Committee nominations: Several vacancies needed to be filled. Faculty discussed briefly nature and job descriptions of each committee. Dr. Harris asked faculty to consider joining the committees& will arrange for nomination forms for the following:
 - i. University Faculty Council
 - ii. College of Ed Faculty Council Rep.
 - iii. Internationalization Committee
 - iv. Department of Counseling - DRC
 - g. Dr. Lassiter asked for McLeod Scholarship Student Nominations:
 - h. Dr. Balog reported on Incoming master's program student acceptance update. Balog also updated on the April 29 advising day and the registration process for incoming students. Updated versions of the student handbook and program of study plan will be available for students by the advising day that reflect the changes to the programs.
 - i. Dr. Balog moved to change the title of CSLG 7170 from Community Counseling and Management to Intro to Clinical Mental Health Counseling to reflect the changes in the program. Unanimous approval.

- j. Dr. Harris updated other course name changes that are being reviewed by the relevant university committee.
- k. Alumni Survey – Dr. Balog requested for input as she revises and prepares for the survey to be conducted in July. & for discussion on changes (guidelines) to be made to the master's program application personal statement. Master's program committee will bring back recommendations to the faculty.
- l. Dr. Veach asked about the availability of the FAQ's on the program's web site.
- 3. Dr. Culbreth provided doctoral program update:
 - a. Graduate School informed GASP funding available.
 - b. Doc comps: Question reader assignment.
 - c. Comps dates: Culbreth will work with students to ascertain the May comps dates.
 - d. Doctoral comps grading rubrics submitted to SACS need to be included in the doctoral handbook.
- 4. Clinical Update
 - a. Dr. Wierzalis provided updates on the number of clinical sections, updated some new requirements and procedures with some sites.
 - b. New web site for the Clinical Mental Health Counseling program is under construction.
 - c. the program will need to work with the sites on what is our primary expectations for students to be involved in clinical work.
 - d. Dr. Wierzalis reported on a positive feedback and appreciation from Hind Feet Farm on the performance of two of our interns.
- 5. Task Stream
 - a. The new e-portfolio platform to be used beginning from this incoming cohort.
 - b. Dr. Wierzalis and Hughes have been working on a format.
 - c. Decisions on how to design and utilize the portfolio need to happen before the incoming students begin their programs.
 - d. Dr. Wierzalis will e-mail the faculty to solicit input on "How will we know if they have accomplished what we want? (as the required competencies).
 - e. Dr. Wierzalis asked for two persons to help him with the process (Drs. Ceballos & Furr volunteered).
- 6. Meeting adjourned at 3:15 pm.
- 7. Next meeting April 15, 2011.