

Fall 2019 Counseling Program Meeting
September 3, 2019

Minutes

- I. **Call Meeting to Order**-called to order at 10:02. In attendance: ALA, AC, CC, JCW, RF, JH, KW (partial by phone)
- II. **Approval of Minutes from Previous Counseling Program Faculty Meeting**
 - a. **Minutes**- approved without correction
 - b. **Scheduling** – scheduled 10/1 and 11/5 for next program meetings
- III. **Reports/Updates**
 - a. Report of Counseling Program Coordinator – Jef Cornelius-White
 - Course Schedules-discussed fixes for summer/fall and first draft for view only now available online
 - Role Clarification-discussed the role clarification document with emphasis on advising
 - Student interview processes and fall date-discussed and decided on 3 interview days, one now on 10/18, one in February/March and one in July. For fall 2020, no interview day is planned for as we move toward a primarily fall start program. Some exceptions for other start dates were discussed, but only with a fall cohort designation and sequencing. Students only are identified and advised with a fall cohort from here on out even if admitted at other times of the year.
 - Strategic enrollment, GPAC, pa recruitment event volunteers-discussed potential representation at various events. Welcome event scheduled for 9/11 6:30 was discussed.
 - b. Report of CACREP Liaison – Chris Carver
 - Vital Statistics-discussed updates and needed information. Discussed attempting to gather better email information for the current group and subsequent groups of intent to graduate students for better follow up surveys related to NCE and employment placement.
 - Student Survey- Discussed COPE/Chi Sig survey results. It was recommended to 1-approach COPE about potential Q&A or other events they might sponsor and faculty participate in that might address some concerns, 2-survey students again specifically on overlapping and new advising questions in November sortable by advisor, 3-survey students again with an improved survey in the spring.
 - c. Report of Practicum/Internship Coordinator – Amy Chenoweth (GA: Corbin)
 - Report and discussion included projections, actual numbers, orientations and site supervisor training, and new site MOUs.
 - d. Report of Center City Counseling Clinic (CCCC) Director- Robin Farris
 - Annual report presented. Discussed expanding the diversity questionnaire in the future.
 - Equipment-report given on updated timeline for installation and usage
- IV. **Curricular proposal: change play therapy certificate requirements-discussed and passed**

V. Discussion Items

- a. Advising-discussed, including in relation to survey results and recommendations
 - Fall 2018 Cohort
 - Graduate Program of Study (GPS) Sheets for Fall 2019 and beyond-discussed in relation to potential signatures needed by Lisa Monkres
 - Other sequencing and curricular issues
- b. Student Handbook project- discussed and begun with a plan to invite revisions on specific parts to specific parties through coordination by program coordinators and GA: Morgan Probus
- c. Dissemination of Program Information to Advisory Board(s) and relevant stakeholders- The purpose and related purposes were discussed. A decision on the advisory boards was tabled. Dissemination of a possible continuous improvement report or executive summary of assessments and changes was discussed to be first drafted by Drs. Carver and/or Cornelius-White. Similarly, discussion on a site supervisor feedback aggregate report was discussed with to be first drafted by Ms. Chenoweth.
 - Schedule/Set date(s) for program advisory board meetings
- d. Per Course/Adjunct plans: core faculty mentors, invitation to welcome event
- e. Annual Student Survey Progress

VI. Student Related Concerns- Two student concerns were discussed. A statement on professionalism and zoom attendance was discussed.

VII. Unfinished Business -none noted

VIII. New Business -none noted

IX. Adjournment -Adjourned at 12:35

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

- Vital Statistics Report/Annual Report presented to faculty
- Select candidates for interview
- Begin to Develop Course Schedule for Summer & Fall Semesters next year