



Council for Accreditation of Counseling and Related Educational Programs

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CACREP is a corporate affiliate of the American Counseling Association (ACA)

March 13, 2013

Robert Kenny
College of Education
Florida Gulf Coast University
10501 FGCU Blvd. South
Ft. Myers, FL 33965

Dear Dr. Kenny:

We are pleased to inform you that the on-site visit for review of the Clinical Mental Health Counseling and School Counseling programs at Florida Gulf Coast University has been scheduled for May 19-22, 2013. The team members should arrive late Sunday afternoon, May 19th and be free to depart by noon on Wednesday, May 22nd. You should plan to finalize the agenda with the team chair on Sunday evening. The individuals listed below have accepted the invitation to serve on the visiting team. The contact information for the Team Members is included on page 3 of this letter.

Team Chair	Dr. Martin Ritchie, University of Toledo
Team Member	Dr. Julia Chibbaro, University of West Georgia
Team Member	Dr. Mary Mayorga, Texas A&M University San Antonio

Directions for the visiting team members and the program are included on pages 55-59 of the *CACREP Accreditation Manual (2009)*. The on-site team is allotted two weeks in which to forward its report to the CACREP office. Furthermore, the institution is allowed thirty (30) days in which to respond to the accuracy of the data provided in the on-site team's report. As per Board policy, your institution is allowed to withdraw any program(s) from the review process up until the Board makes a final accreditation decision.

You are responsible for arranging the visit accommodations and travel arrangements while the visitors are on-site. I have attached more specific information regarding the responsibilities of the CACREP liaison. In an effort to maintain current accreditation costs, please try to keep these arrangements affordable. In addition, please note that feedback from our team members has indicated that they prefer a work area at their lodging site for writing the report and holding team discussions.

Upon receipt of this letter, please send one copy of the self-study materials to each member of the visiting team. A copy of this letter along with prior correspondence that occurred between the CACREP office and your institution will be sent to the team members for their review.

In planning the site visit, the team members are requested to inform you of their travel schedules. Please notify them of lodging and transportation arrangements. As a CACREP Liaison, you are responsible for communicating with your Team Chair, Dr. Martin Ritchie, regarding the visit agenda including appointments which need to be made with such groups as students, counselor education faculty, faculty outside your department, administrators within your institution and supervisors at practicum and internship sites.

In many cases, a member of the team will bring a laptop computer. However, if this is not the case, your assistance in getting the team access to a personal computer will greatly enhance their productivity while on-site. If applicable, please inform your Team Chair about the kind of computer system you have available.

A copy of the feedback forms will be sent to you via US mail. The forms were devised by the CACREP office in order to provide more concrete feedback regarding the accreditation process. As a separate evaluation form should be completed for each team member, please duplicate as many extras as required for the faculty, staff, administrators and students at the university who have contact with the visiting team members. Please return the evaluation forms to the CACREP office by June 24, 2013.

If you have any questions regarding the on-site visit, please do not hesitate to contact the CACREP office.

Sincerely,

A handwritten signature in blue ink, appearing to read 'R. Urofsky', with a long horizontal flourish extending to the right.

Robert Urofsky, Ph.D.
Director of Accreditation

cc: Dr. Martin Ritchie
Dr. Julia Chibbaro
Dr. Mary Mayorga

**ON-SITE VISIT TEAM
Florida Gulf Coast University
May 19-22, 2013**

Dr. Martin Ritchie, Team Chair

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