**Appendix I L 5 2011-12 Sample Counseling Program Meeting Minutes**

**September 13, 2011** Counselor Education Faculty Meeting Minutes

Submitted by Signe M. Kastberg

Present: Abbe Finn, Russell Sabella, Maddy Isaacs, Signe Kastberg, Robert Kenny

Spring 2012 Faculty Assignments

The spring semester schedule was reviewed with possible faculty assignments. A correction needs to be made to any relevant publications/websites regarding the required course for school counselors: MHS6420, Counseling Special Population Groups, is the requirement; NOT MHS 6605 Special Needs Counseling & Consultation. Abbe will provide Signe with a list of DOE requirements for MHS6420. Abbe will send an updated schedule to faculty after talking with adjuncts about courses they would be will be willing/available to teach.

Future meeting dates/times

The counselor ed faculty meeting times have been modified (and these were sent out post-meeting to the faculty).

Program Revisions:

We have decided on a March 15 application deadline; all apps received by that date will be considered for Fall admission. Applications received after that date will be considered on a first-come first-served basis and on a space-available basis. A wait list will be started if there is no space available. The program has decided to move towards greater selectivity. We will use a “whole person” approach in reviewing applications; we decided to adopt the application/interview rubrics shared with us by SE Missouri State University. Abbe will make sure that our program name is changed in the catalog and other venues per CACREP standards to “Clinical Mental Health Counseling”.

Agenda and creation of powerpoint for webinar with site supervisors

The goals of the webinar are to cover policies and procedures; also per CACREP standards we hope to train people on how to be good site supervisors. This may be too ambitious for a first webinar. Russ will put out a call on CESNET to see if another institution has a powerpoint to share so we don’t need to invent one.

Old business: CSI

Abbe communicated to CSI (tom Sweeney etc.) that we will be inactive at this time. We may wish to create our own honor society, create a newsletter, etc. Russ is interested in starting this initiative.

Items deferred from agenda

We were unable to cover the CACREP self-study task assignments. Also the Livetext issue will be covered between Abbe and Signe in a meeting on 9/14.

Other business:

Abbe will invite Beth Nehamkin to our next meeting to discuss clinical “matchmaking” for field work. Abbe also plans to talk with Practicum students regarding “civility” in approaching potential sites, as some students have been less than diplomatic in their approach.

Counseling Faculty Meeting 1/30/12

**In attendance**: Russ Sabella; Maddy Isaacs; Signe Kastberg; Beth Nehamkin (part of the meeting); Abbe Finn.

**Student Concerns:**

SP is feeling better. Is able to make up hours from last semester’s incomplete internship.

HM is having surgery Feb 7th and will be unable complete her internship. When she recovers will discuss alternate plans.

JK contacted Dr. Kastberg to let her know that she is dropping out of the program because of her problems at her internship sites.

ES has missed a class and plans to miss more because she is getting married this spring.

FW is having difficulty with class.

T.O. missed classes the first week of school and missed one class last week. This means that she missed 3 out of 6 class meetings. She was supposed to attend and comply with her counselor as a condition for continued enrollment in the counseling program.

Will write a letter to LS to discuss her concerns/complaints regarding the School Counseling Program.

**Student of the year nominations**: The faculty agreed that she is an excellent candidate. Dr. Kastberg said that she will write a letter of nomination.

**Schedules:**

The faculty discussed the class schedules for summer and fall 2012 for the Counseling Programs. The Counseling Faculty completed possible assignments for this summer. Each faculty member agreed to teach two courses this summer if allowed.

**New Faculty request: The Counseling Faculty agreed to complete a request for another full-time faculty member to conduct a search next year as this is warranted by student ratios.**

**Lab Space:** Will contact Jon Brunner to discuss future use of the counseling rooms in Merwin Hall. Faculty will look into funding to put in recording devices to document practicum sessions for review by supervisors.

**CACREP:** Will check with Dr. Kenny to check on resources for the CACREP self-study.

**Counseling Graduate Student Organization and Honor society:** faculty want to initiate an honor society to recognize the counseling students with highest achievement and contributions. The faculty will discuss this further next meeting. Will also discuss the a graduate student/alumni network. Will discuss the possibility of using technology such as Ming. This network costs $240/year.

Future Meeting Dates: 2/13/2-4; 2/28 10-12; 3/19 10-1 Student Reviews; NCATE visit: 3/24 to 3/28.

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**Counseling Faculty Meeting Minutes 2/13/12**

Attendance: Abbe Finn, Maddy Isaacs, Signe Kastberg, Beth Nehamken, Russ Sabella.

1. Review of Summer and Fall Schedules: The faculty reviewed the summer and fall Counseling Schedules and made corrections. After the faculty meeting, Abbe Finn met with Chair Robert Kenny, and Duska Hepner, and submitted the changes to the University Scheduler.
2. The faculty discussed their needs and requirements for cameras in the 4 counseling lab rooms (Merwin 203 B,C,D, & E. and group room Merwin 203A. Signe will meet with Dr. Jon Brunner, and Dr. Kenny to discuss access to the rooms, and technology requirements. She will report back after the meeting. Dr. Kastberg will also request that room 203 be dedicated to the counseling program for priority scheduling.
3. Dr. Kenny reported to Abbe that he will meet with the Dean to discuss support for the faculty to complete the self-study during the summer.
4. NCATE visit and Schedule:
   1. The following students will be invited to present their Closing the Gap Projects during the poster presentations on Sunday afternoon n 3/25/12. Time TBA. Nestor Avila; Holeigh Moran; and Samantha Dahl.
   2. The following School Counseling site supervisors will be asked to attend the cooperating teacher meeting with the NCATE visitation team date and time TBA: Jan Porter, Theresa Stanley, and Laurie Brooks.
5. Follow-up on Alumni and employer surveys: The surveys have been created in Check Box and are available to be sent to alumni and their employers. The COE will distribute and analyze the data.
6. Counseling Advisory Board Meeting: Date is set for April 12th 4:30-6:00. Members of the advisory board from 2010 will be contacted to determine their interest in remaining on the team. Those interested will be scheduled to attend. Vacancies will then be filled. Room will be reserved and invitations distributed.
7. Student concerns:
   1. HM has an illness and will return to the program as soon as possible. She will communicate with Dr. Finn regarding her treatment plan.
   2. TO has only attended one class meeting this semester for Appraisal. Dr. Finn reported that she informed the student that she cannot pass the course and advised her to drop the class.
   3. T. D. has not been attending the Practicum class and has been contacted several times by Beth Nehamkin.
   4. Dr. Ghali reported that A.M.is current with his hours for internship.
   5. Dr. Kastberg expressed concerns that CC is showing cultural insensitivity during the Cross Cultural class. She will observe him closely and schedule a meeting with him if necessary. There is concern because this would be a second meeting due to similar problems in class.
   6. C is reportedly having difficulty following instructions. There is concern that this demonstrates a problem with English.
   7. B.S. is having behavior problems in class.
   8. Concerns about the quality of PMs recordings.
8. Announcements: The CPCE will be administered in AB VII room 336 on 2/21 from 9-1:00. Abbe Finn will administer the exam.
9. Next faculty meeting is 2/21/12 from 1-2.

Notes from the Counseling Faculty meeting **3/14/2012**

Finn, Isaacs, Kastberg, Nehamkin, Sabella

Welcomed Beth to the Faculty – all thrilled.

1. Exit Exam – talked about who has taken the exam before – four who didn’t pass this time; Russ will check; KP, NA, KS, BK and AM.
2. Internship Feedback and Internships
   1. – Ensuring that talk about soap notes and report writing in mental disorders and hold them accountable in each internship in the way they write their recording/tape notes. Make sure all intern supervisors have the article Signe distributed.
   2. Treatment planning – Require that all students starting in Internship II, III, and IV every student has to pick one client and turn in an intake, treatment plan, and termination summary with progress notes. Mental Health Students complete a case study (parallel to closing the gap project) in Internship III and IV. This will include a brief statement of the methods and literature basis for efficacy. Put back into the field experience Handbook. Maddy will send out forms we used to use.
   3. Split Advanced Theories into two courses again—MHC will learn more about consultation and psychotropic meds and school counselors can focus more on school counseling programs.
   4. Issue remains about more exposure for MHC’s for working with children which could be required more in internships or the array of Internships similar to what we do with school counselors working at two levels. Perhaps require a proposal paragraph that defines the differences in
   5. Internship apps due soon –
      1. SH – denied to stay in Genesis again.
      2. AC – wants to stay at Salvation Army a second time. Must get a different experience if he stays at Salvation Army.
      3. JS – went to a different portion of Salvation Army previously.
      4. W – wants to go back to Delta – can’t- must get some agency experience.
   6. Preference is to have students have more experience in diverse settings and sites. Agree that proposals for the same site going into the second year of internships must provide a signed statement of how the experience will be substantially different.
   7. Training for some sites should be done in the summer.
   8. Discussed putting Mental Health students at Royal Palm Exceptional Center as well as adding sites by requests. Also deleting some sites because they can’t provide some of what we need. Also talking about FGCU Athletics for practicum and collegiate High School.
   9. Recommended going to Abbe’s appraisal class to talk about next year.
3. Meeting with Jon Brunner – Kastberg – reports that meeting with Brunner and Wright they were very flexible; already use portable cameras for taping. If we had students seeing clients while they were seeing clients there would be confidentiality concerns. May split the days – they take the mornings and we use it for afternoons and nights/weekends.

CAPS might want to use the rooms during summer for 2-3 weeks but they will let us know.

Can use video taping in those rooms for Practicum, Advanced Practicum and Group Counseling. Used to require advanced students to come back to volunteer for 9 hours with beginning student counselors. Advanced Practicum they are out in the field.

Haven’t heard from Robert Kenny yet about purchasing cameras, etc. but may want to make use of what CAPS already has and puts away when not in use.

1. Admissions – we are settle at a target entering mhc group of 30. Kastberg will join the Admissions committee with Finn.
   1. Talked about LK – she is applying but depending upon the results of state audit of her records she may be finished in the summer. Shouldn’t grant a degree for 6 additional credits.
2. Advisory Meeting team members – Jean Campbell retired and off list; replace with Lori Brooks; remove Jeff Sandoz, Ann Cole, Frank Soldano, Michael McNally, Dixie Dakos. Need to add current student (JS and SD) KN, Pam Green, Batia Gold, Jeanette Bevilacqua, and Bob Masson as well.
3. Work Plan –
   1. Develop adjunct orientation to ensure that our courses and internships require what we want them to.
   2. Work group to update internship manual and forms to reflect the differences we discussed above about diverse sites in terms of experience and exposure to age, requirements for intake through treatment planning reports and mental health case study requirements in Internships.
   3. Develop a committee structure for service recognition.
   4. Develop own alumni group instead of Chi Sig.
   5. COE handling graduating student and Alumni/employer surveys.- Have department chair (Kenny) track whether or not this happens.
   6. Kastberg will take on Diversity and recruitment plan as part of admissions committee.
   7. Develop a checkbox questionnaire to track students who are exiting the program? Maybe Robert Kenny can hire Beth to conduct an exit interview protocol? Abbe to ask Robert to fund it.
      1. Russ to ask CESNET to find exit interview items.
   8. Electronic Newsletter – no time right now.
   9. Will not put Human Development on-line entirely – may look at Hybrid.
   10. Internship Orientation – narrated powerpoint – Nehamkin, Isaacs and Sabella
   11. Beth – letters about fee waivers.
4. Student Concerns
   1. Mayhugh – leaving the area and transferring
   2. TO – not attending Appraisal and not dropped and intermittent with Addictions
   3. DL – continues to smell alcohol on her breath in class; she denies it. Will check with her on-campus supervisor about this