**Minutes from Offsite Meeting at Portofino**

**7-2-2012 from 8:30 to 12:30**

In Attendance:

Dr. Abbe Finn, Dr. Madelyn Isaacs, Dr. Signe Kastberg, Ms. Beth Nehamkin, Dr. Russ Sabella, Dr. Robert Masson, Dr. Robert Kenny, Mrs. Gil Medina

The faculty selected topics from the agenda at random; we started with:

Goals for meeting

* We need to walk out of here with a to-do list
* Maybe get some recommendations
* What to do, where we go from here?

Faculty asked if we could see two programs with two Program leaders.

Program Issues:

* Admissions
* Better understanding of the process for students selection into the program

Discussed retention rate and whether we should accept based on space availability (limited access program)? We need to be selective up-front for enrolling students in the programs

May be we could accomplish by not actually denying anyone on that basis but set up a wait list once we reach capacity.

A great deal of discussion ensued about what that number is. It was generally conceded that the number is in the 30-35 range.

Should we change the Admission criteria? And should there be a standard set of questions during interviews?

Some current issues with the students are

* Not all sites actively engaged
* Some students are not proactive

This led to a discussion about the calculation for FTE Ratios. There appears to be a discrepancy regarding the calculation the university uses.

**Need to set up a follow up meeting to get down on paper this differentiation and how it relates to accreditation.**

Most of it based on the fact that we need to account for by number of courses or SCHs but not both. If you calculate SCHs for students maybe best way to account for faculty is to use same basis. Also need to include summer.

Also there appears to be a discrepancy with regards to Adjuncts.

We also need to look at the cost of the program and to account for the value added to the college and university as a part of our mission.

Programs

* Reiterated the need to possibly split Mental Health and School Counseling into two programs for support… each with a program leader.

	+ **Discussed a strategy using continuing education as a possible way to fund it. (TBD)**
* Program Committees

	+ - Discussed the importance of setting up formal program committees in order to increase support and to document for faculty annual reporting. Agreed to three committees:
		- Admissions Committee: Abbe, Signe, Beth
			* Will set up admission standards
			* A set of standard questions should be created for the interview process
		- Curriculum Committee
* Everyone should be involved and headed up by program leader.
* Anything that is not considered “clinical”
	+ - Clinical Committee= Russ, Beth, Maddy
			* Internships, Practicum, Advanced Coursework
* Student Recruitment Marketing Plan **(Suggestions and brainstorming)**
	+ - **Need to investigate whether Sherree Houston is sending email to schools for promoting programs and to reiterate orientation dates**
			* Need to re-establish connection with schools. **Dr. Kenny to contact Dr Deedara Hicks from Lee Superintendent’s office about partnering in diversity recruitment grant.**
			* Discussed possibility of moving to another college? Is it a better fit?. Dr. Kenny to follow up.
			* Maybe charge students Clinical Fees for clinical internships?
			* Look into Continuing Education for placement of specialized, market based courses and specialties.
			* Handed out Admissions Process Flow Chart (Batching admission reviews into two cut off dates. **Dr. Kenny to make corrections and give to Gil to send out electronically**
* Tuition Waivers **(selection and datelines) (what is the procedure we are following? need information from Tuition waiver Committee.**
* Need data on diversity for Signe to begin research. **Gil to follow up.**
* Marketing Plan: Continue promoting Masters Degrees (ideas):
	+ Ad on Craig List
	+ Graduate Studies Website
	+ WGCU = Look to see if more money coming in next year. Last year promoted Ed D. Maybe this year MHS.
	+ See if faculty can be an invited guest on radio or TV programs **(Dr. Kenny to follow up).**
	+ Contact the School Districts
	+ Gulf Line – Spam mail
	+ Contact School clubs
	+ Advertise on Career Night
	+ Create Blog **(Russ to follow up)**
* Batching/mass enrolling students to keep students in program course sequence other benefits Feedback/suggestions/considerations:
	+ - Maybe 1st year only?
		- Consider non degree seeking and State employees (need to wait till formal registration ends)
* students will be enrolled on time
* deadline for enrollment can be move for earlier within the programs
* students that require permission to enroll can be done on a one by one basis
* can have a cutoff because of space availability

**Faculty agreed to look into this and try it out. Need to make change to admissions letter template to include wording on possibility of bulk enrollment.**

Need to have a written procedure for How to Handle EXCEPTIONS and Advising Issues

* Can we offer an accelerated program???

**Feedback from faculty**

* Too compact for the students and very intense
* The Accelerated Program does not have much of an advantage, it only allow the student to graduate a semester earlier
	+ If we do this we would need to work on a new proposal
	+ need to check on the “advantages” it will bring to the COE
	+ Need to be advertise

Full time 12 credit a semester

We should Revise schedule for students

Need to survey students to see what they want.

Idea tabled until next meeting.

* + - Data Base update:
* For faculty and students to have access
* Samiah, Gil and Beth have been working on the data base
* Dr. Kenny, Beth and Gil worked on some process improvements
* Gil put together an excel spread sheet that shows data for the 1st year graduate students under Mental Health and School Counseling, activity and inactivity of students, courses taken by semester and required courses
* Samiah is working on and “Innovative Access Database” for the two programs

**Faculty input:**

* We like to get diversity data
* Readmission of inactive students = 3 semester not taking any courses. Gil and Beth to follow up.
* Diversity Plan
* **Signe would like to take charge of this task**
	+ Need to work on a proposal- goals, objectives, recruitment and retention
	+ Need to look at the culture of our organization
	+ Want to do a survey to find more data
	+ Need to get Data= (can start with Sue Snauwaert in the Registrar Office)
		- Can use Graduate Studies web-site
		- Need to do more advertisement to get more diversity
		- Financial aid and tuition waivers
	+ **Dr. Kenny needs a list of questions from Signe so he can start collecting data info. for Diversity Reporting**
	+ Communications devises suggested previously will work really well to promote more diversity into the programs
	+ Lee County has a minority recruitment program
	+ Evelyn Rivera, adjunct instructor for FGCU COE- and Doctoral Student, can help us get details of the program = Curriculum & Staff Development Center School District of Lee County Office
	+ **Signe and Russ can work together on the Diversity task ( committee creation)**
		- Russ and Signe input
			* Application
			* Admissions
			* Enrollment
			* Graduation
			* Population (race, age, gender)
	+ Would like to have more students in the program that can speak creole
	+ Exit interview for non-graduate students and for the ones that have attained degree
* **Advisory committee – need to add Diversity to the committee**
* Potential New Programs, Certifications, Courses, etc.
* Substance Abuse Certification?
* Marriage and Family Certification?
* Ed.D. Program in Counseling?
* VA Specialization?

**Can we run these out of Continuing Ed?**

**Faculty Input and questions:**

 Continuing Certification Programs

 Will faculty be paid extra for these? (no but there will be
 revenue sharing to create $$ for program as a whole)

* Combining courses from School Counseling and Mental Health
* Reaffirmed request to change name program to Clinical Mental Health and School Counseling. Dr. Kenny to find email sent last year and ensure it gets to curriculum committee this fall.
* Agreed to cap fall admits to 30 students
	+ - * + August graduation- going to re-affirm our request to add. Dr Finn now on graduation committee.
* Adding more online and hybrid courses (i.e. Human Development, Human Sexuality, Advanced Theory)
* **Will work on video-taping orientation meeting for Web site.**

**Final Notes:**

In our meeting we never got around to talking about Livetext ... We need to see about this and how to handle.