**Counseling Faculty Meeting Agenda**

**9/24/12 11:00-1:00**

**Agenda and Minutes**

**(Dr. Finn provided the agenda for this meeting)**

**In attendance:**

**Dr. Abbe Finn**

**Dr. Robert Kenny**

**Dr. Madeline Isaacs**

**Dr. Russ Sabella**

**Dr. Signe Kastberg**

**Ms. Beth Nehamkin**

**Mrs. Gil Medina**

**Old Business**

**CACREP Follow-up-** Dr. Isaacs and Dr. Kenny reported on the status

**CACREP To Do list-** need to send link of Self Study and add to Coral Root

1. Posting and preserving links for new handbooks (or at least setting up a forward to new book from old address)
   1. Are both up and have to plan to change name to call document generically so can update without ruining the links.
2. Course/program changes.
   1. All changes are in with curriculum committee; including program name change.
3. Classrooms
   1. 203 and 205. Has to do this on semester basis. Will review spring schedule and review for room usage asap. Complete every term for the time being.
4. Technology and counseling labs – getting control of rooms and increasing technology for group and individual counseling labs.
   1. Signe conducting test with videos and review results.
   2. Still reviewing about updating technology – perhaps test out surveillance cameras if they get audio.
5. Recruitment plan including more diversity –
   1. Met with Deedra Hicks last Monday. Will be up to program to drive the effort.
   2. Talked about workshops to attract teachers, etc. to FGCU and then promote our program. Perhaps educating principals to use more interns or promote teachers going into counseling.
   3. Draft plan for diversity recruitment; survey needs to go out – currently in draft form and needs to be conducted. Signe will contact graduate admissions (Debra Haring) to talk about graduate admissions and recruitment. Check with NCATE documents to see College plan. Robert to get apt. with Yih to discuss counseling programs and recruitment in general and diversity recruitment in general.
6. Admissions process – laying out rubric, committee process and collecting committee minutes and work products
   1. Abbe and Signe to meet about new rubric. School counseling program only has one completed application for Spring and one in process.
   2. Russ discussed email that went out to every teacher in each district that had been a good tool to solicit teacher applications and interest. Robert will connect with the Director of communications in each of the local districts. Already sent out on Craig’s list, newspaper outlets, television mail, announcements on webpage; eagle mail. Used to spam all psychology, teacher ed, BSW programs with inform about our programs. Tomorrow meeting with Edison – feeder for our programs.
   3. Robert thinks there is $$ for some recruiting; making a central office presentation next week in Collier County.
   4. May double opportunity if attend teacher meetings.
   5. Key for us is to get our process and rubric properly situated to discriminate among student applicants for the most likely/ successful graduates.
   6. Essential that we move applicant deadlines up to be able to review and conduct interviews as a group.
   7. Make sure that we note that those who miss deadlines will be reviewed on a space available basis and make sure it is in all materials, catalog and brochures.
7. Grad and employer surveys (resend to ensure Mental Health grads get surveyed).
   1. No list for addresses and who received or number solicited in most recent iteration.
   2. Robert to find out who distributes these and assembles the results. Must work with Lois to define this better. Target date for soliciting by December 2012.
   3. Alumni association should be able to do this for us.
   4. Graduate studies agreed to put contact information on application to graduate so we can track these better.
8. Collecting, writing report and publishing results of annual program review data and resulting changes.
   1. Need a report to publish on website and share with stakeholders. Maddy will write report – need data to write the report.
9. Create program central file on share drive that gets consistently used for syllabi templates, syllabi, forms, letters, meeting minutes (program and admissions) special events (orientations and advisory board meetings)
   1. Talked to Gil about creating, populating these folders and keeping them forward. Agenda for next meeting – road map to the share drive.
10. Adjunct hiring/evaluation and rehiring process – Counseling faculty involvement?
    1. Robert working on college-wide proposal but is too much work. Still working on it. Robert will distribute and will make it something manageable. Course evaluations, peer or supervisor visit? Counseling faculty input and review at front end and after each term.
    2. Create a small committee to review at the end of the term and possibility to identify adjuncts as needed up front. Russ and Maddy to work on that with Abbe.
11. Site supervisor orientation – process, verification of attendance/participation
    1. Record and post this as a webinar.
    2. Beth to work on list of new supervisors to invite. 10/22 at 10 am.
    3. Look at Virginia Tech – site supervisor training as a model for us.
12. Capture feedback from site visits – any changes made from this feedback.
    1. Meeting among University Supervisors to collect information about site visits to capture that feedback perhaps between middle and end of each term? Abbe to try to schedule this with the University Supervisors to discuss their site visits.
13. Advisory Board meeting and data/feedback
    1. Had minutes/feedback from last Spring’s version. For example, Jill Isaacson had volunteered to work in admissions committee. Abbe will look at minutes.
    2. Review statistics on attrition rates and develop plan to deal with these.
14. Report and disseminate program survey/review results – including any changes resulting from engaging in CACREP self-study.
    1. Paying closer attention to admissions and retention policies and practices.
    2. Paying closer attention to diversity recruitment.
    3. Survey data on graduates and employers and focusing on process and ensuring that this gets implemented and captured appropriately.
    4. Adjunct selection and evaluation process.
    5. Internship assignment and site supervisor orientations.
15. Collect and have available for all a set of standardized letter templates – admissions, student review, remediation, probation, dismissal, letters to site supervisors, letters to state for licensure/certification.
    1. Abbe to work with Gil on this. Include Beth as well.
16. Ensuring that all of us read both handbooks and pick out processes that all commit to using (like letter of recommendation process for example.)
    1. Make sure follow up for each faculty member about processes and procedures and policies.
17. Minimum template for group counseling course that ensures 10 hours of group participation in one semester?
    1. Abbe to update these – has done many of them in terms of benchmark assignments and requirements.
18. Minimum template for clinical internship syllabi that include requirements for liability insurance, hours etc.
    1. Maddy and Abbe to work with Beth on clinical internship and internship syllabi.
19. MOU’s with sites.
    1. Hope Hospice wanted one and The Willough wants one. Copy of the document that Social Work uses is very legalistic. Abbe has a document we have used previously.

**Mass Distribution of School Counseling Information (email)- Alumni Association should be sending these**

a.email instructors and have them pass to students.

b. Graduate and employer surveys-

* need address list
* need to be send to Mental Health Students
* need to be send again before Dec.

* Florida School Counseling Association – Need to have a table for Conference- this is for recruitment for the university and for undergraduate programs
* Need to go to Undergraduate Studies office

**Set a date-time for the Internship Supervisor Orientation**

**Issues regarding posted admission deadline dates**

**New Business**

**Review of the revised Internship FEAP Evaluation**

**Orientation this evening 9-24-from 5-6**

**Doctoral Committee Reimbursement Compensation**

**School Counseling Applications**

**Graduate Policy issues**

**Announcements**

**Letters to Lic. Bd. For 2012 MH Grads**

**CPCE Exam Date/Time**

**10/27/12 10-1:00 AB VII RM 335**

**Proctor?**

**Internship applications for spring 2013 on 10/15/12**

**Standing Items:**

**Student Concerns**

**Letter sent to DL**