Counselor Education Agenda and Minutes

Monday, April 22, 2013

Present: Isaacs, Finn, Sabella, Nehamkin

1. CACREP Preparation
	1. Create minutes for each of the student review meetings over the last three years. Write one paragraph. (Sabella)
	2. Redo continuous improvement graphic (Isaacs) for the assessment plan.
	3. Assessment plan mixed method summary:
		1. Exit exam or individual student and curriculum review
		2. Exit exam data to inform decision about adjunct and faculty course assignments
		3. LiveText data for routinely assessing all standards
		4. Formal student reviews including dispositions and academic performance once per semester
		5. Early intervention for some students on a class by class basis
		6. External sources of data including
			1. national norms on exit exam
			2. site visits with internship supervisors
			3. advisory board feedback
			4. student and employer surveys
			5. informal exit survey
		7. Formative and summative assessment (everything that is summative for students we use formative for the program).
		8. Disaggregated b/w school counseling and mental health counseling programs, by year, and by course.
	4. Confirmation of internship site visits
	5. Overview of team itinerary.
2. Admissions data review and decisions for acceptance.