Agenda

Counseling Meeting

Aug 15, 2012

1. CACREP Self Study
2. Follow up from July Offsite meeting

	1. New Sites (VA Hospital, Pine Crest, Lee Memorial)= **need agreement document(partnership document)**
	2. Salvation Army **= need agreement document(partnership document)**
	3. Continuing Education (Marriage and family Counseling)
	4. Accelerated Program
	5. Diversity Recruiting/Research
	6. Curriculum Committee Items
	7. **Admission Process**
		1. **Revision of admission process of interview Graduate Students Applicants**
			1. **Acceptance Letter = suggested update of current letter to include response from admitted student= process for admitted students replying to “mass” admission enrollment needs to be created.**
		2. **Course prerequisites added to Graduate Program Courses**
		3. Priorities for ‘reserving seats’ in courses **=class size and Approval required from Dept. Chair = restricted enrollment for Non-degree and late registrations**
		4. **Course substitution form= step by step process wrote for Faculty Advisor for transfer students course substitution**
		5. Accounting for the number of admits to the cohorts
		6. **Need to get an updated Faculty Advisor list**
	8. Program Committees
		1. **Plan of Study Form=was cleaned up and revised**
	9. Other to Do Items/Assign Responsibilities/ Due Dates
		1. **Internship – Beth- setting up new processes**
			1. **Set up deadlines for placements**
			2. **First and second year Internship Program rules and regulation orientation meeting**
			3. **Presentation letters**
			4. **Counselor on Premise with Internship student???**
3. Review of Fall Admissions/Schedule
4. Spring Schedule – Preliminary View
	1. Special situations?
	2. School Counseling Admissions
	3. Policy Towards out of Cycle Admits for Mental Health
5. 2012-13 PDPs
6. For the Good of the Order
	1. AFCAAM Videos
	2. Upcoming Pubs/Presentations?
	3. Administrative Support
		1. **Gil “new “ roll – under Dr. Kenny**
		2. **Samiah Zabel and Yakira Masson**