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**