**Draft Agenda Items for School Counseling and Mental Health Program Meeting**

August 17

COE Conference Room

10:00 to 1:00

**Updates and follow up from last meeting**

* Follow up on Committees progress
* Dr. Kenny- Park Royal- Bob Raynor, Lee Memorial Outpatient= David Harrold
* Salvation Army=Bob Masson
* Veterans Hospital

**Program(s) registration updates**

* Course pre requisites added to programs
* Limited class size
* Approval required from Chair = Restricted enrollment – approval required = Cohort redefined
* Dropped non-degree students = admitted students have priority to programs (provided seats priority to degree seeking students)
* Course substitution - wrote a draft for the processes that need to be followed by the Advisors for course(s) substitution (MA and M Ed. concerns= M Ed 3 course requirements)

**Batch enrollment - Mass registration 1st year students**

* Acceptance Letter s
  + Suggested update of current letter to include response from admitted student.
  + Process for admitted students replying to admission enrollment needs to be created

**Inter-agency agreement**

* Bob Masson’s “new” role with Salvation Army= will create other possibilities with additional agencies.
* Need to create an “Agreement Document” (ex. Salvation Army, Hope Hospice)

**Internship= Beth Nehamkin**

* Reduced number of sites taking interns
* Students who wait till last minute for placement – setting up deadlines???
* New processes for streamlining Internship Placements
* Need “General Program Presentation Letter” to mail out to current and new sites
* 1st Year Students Orientation???
* 3rd year students Orientation meeting???
* Need to revise process for interviewing graduate candidates
* Students interns having to have a Counselor on premises ( Beth, Russ, Matty per August 9, 2012 emails)

**Plan of Studies form= updates**

* Cleaned up and reprinted

**Faculty Advisor list**

* Need and updated list including the 1st year students

**CACREP**

* Matty is finishing CACREP report ,
* Need to submit and schedule site visit