

## COUNSELOR EDUCATION DEPARTMENT MEETING MINUTES

September 3, 2015

The department meeting started at 9:50 AM. Present were Amy Barth, Anene Okocha, Brenda O'Beirne (Chair), Carrie Merino, Cindy Anderton, David Van Doren, Jeff Cook, Jennifer Betters-Bubon and Krista Kim.

- I. Check in was facilitated by Anene.
2. Following a friendly amendment (Brenda will do the September 11<sup>th</sup> information session, while Jennifer will do the virtual session) the minutes of the last department meeting were unanimously approved on a Jennifer/David motion.
3. Additions to agenda
  - a) CACREP update - Brenda indicated that there is still a need for site supervisors and alums. Faculty members will contact some individuals in these groups and update on T drive. Brenda also noted that it is important to encourage current students, especially those in practicum and internship to participate in the CACREP process.
  - b) Dave announced that he has sent an official letter to the Dean and Brenda about his upcoming retirement which is effective June 11<sup>th</sup>. Faculty members congratulated him and also expressed appreciation for his long service to the department.
  - c) Dave indicated that he will be emailing faculty members to elicit contact information of colleagues in other universities for the purpose of marketing the Scotland program.
4. Getting started
  - a) The norms, standards and expectations for working together as a department were revisited. Brenda had a new addition - faculty to be prepared for meetings.
  - b) Discussion about first week of classes was held.
5. How we're thinking of teaching today – there was a brief discussion about teaching. This generated some questions which would be useful in facilitating our discussion about teaching next week.
6. Curricular work with a look toward 2020 – it was decided that some of the proposed curricular changes (School and Marriage and Family) should be done after the CACREP visit. However, it was noted that the changes in AODA curriculum – combining 749 Chemical Dependency: Department & Rehabilitation and 752 Integrative Treatment should occur this semester.

7. Admissions/recruitment – there is a plan to have a graduate school fair.  
Our graduate assistants are involved in marketing our program on campus (e.g., student groups ) and at some professional conferences within the state. Additional ideas for recruiting students were generated by faculty members.
8. Student concerns were discussed.
9. Clinical updates
  - a) The Supervisory Agreement Form developed by Jeff was discussed. It was decided that it will be used for practicum this semester. Its use in internship will be revisited later.
  - b) Practicum services will begin September 8.
- 10) Adjournment – meeting ended at 11:30 am on a Dave/Cindy motion approved by all

Respectfully submitted,  
Anene Okocha