

**Counseling Profession Department
Retreat Minutes
August 25, 2008
10:00 AM**

Present: Dr. Clark, Facilitator, Dr. Griffith, Chair, Dr. Fabian, Dr. Doyle, Dr. Schultz, John Paul, Dacia Selzler, and Mary Jo LaValley

Welcome and Introductions:

- Dr. Clark introduced himself as Chair for EDAD and Mentor to the new interim Counseling Department Chair, Dr. Griffith.
- Dr. Griffith explained that this retreat was an orientation for the new staff, John Paul and Dawn Schultz.
- Dr. Fabian, Assistant Professor in her 4th year
- John Paul; new full time instructor
- Dr. Doyle Sr. Lecture, in her 10th year
- Dr. Schultz new instructor and Student Health Services Coordinator
- Dacia Selzler, Clinic Services Coordinator
- Mary Jo LaValley, Academic Department Associate

Policies and Procedures:

Unclassified Staff – *Academic Policies and Procedures*

The Academic Policies and Procedures, Section 6 & 7, were handed out and reviewed. Some of the important topics were:

- Ethics in Writing was emphasized. Students should acknowledge their sources in papers and presentations.
- Grading was discussed. We noted the need for rubrics to specify expectations.
 - IP stands for in progress and can go on indefinitely
 - “I” stands for incomplete in the course and must be complete by the end of the next semester.
 - Change of grade needs to be done in the semester following the grading using the formal authorization form
 - Dr. Fabian stated that there was no policy in place for student wishing to drop classes in the summer. Further discussion is needed.
- Student evaluations will be revised in the near future. They ought to be given out for formal review of the course in the last class meeting. Less formal reviews and feedback can be done anytime.
 - Final Exams –
- Full time and long-term staff/instructors have to complete an online form concerning sick leave or missed time on campus. An email notice

to complete your online form is sent out each month. Please fill it out - ASAP - and turn in the department chair who must co-sign.

- If you are away during break, the department chair needs your contact information as you are basically on call.
- Dr. Fabian is advisor for Community Counseling Students, and Dr. Griffith is advisor for School Counseling Students.
- Research involving human subjects needs to go through the IRB Board.
- Textbook are the responsibility of individual instructors and requests need to be turned in at stated times. Faculty may send requests for desk copies to the academic department assistant.

Unclassified Staff - *Personnel Policies*

This section (7) covers the information on our various personnel policies for faculty and academic staff, and limited appointees. This section covers definitions, Annual Performance Reviews, Retention and Tenure, Promotion Procedures, Ethics, Harassment, Affirmative Action, Consensual relationships.

- Professional Code of Ethics (#6) was highlighted.
 - Dr. Clark stated this should be read and followed to assure moral and academic standards. Colleagues should be honest and present themselves in a professional manner at all times.

CACREP

- Dr. Fabian and Dr. Griffith have a task table to complete for accreditation. Dr. Griffith would like to have this complete by September 15.
- If we are reaccredited by the end of the year the student can graduate from a CACREP Accredited Program again.
- This is the Department's top priority
- Core and Specialty areas for CACREP were handed out and faculty were asked to incorporate these into their syllabi.

Syllabi requirement – *Policies and rubrics*

- Syllabi must contain course description from the catalog, goals/objectives, readings, evaluation procedure, attendance and other policies for religious holidays, accommodations, and links to the student handbook, and your contact information and office hours.
- The need for rubrics for courses was discussed. Dr. Doyle asked for examples of department rubrics.
- Dr. Fabian will send Mary Jo LaValley her rubrics sample and that will be forward to the counseling faculty.

Student Handbook – Counseling Professions Department

- The student handbook was review. Suggestions made. The book, or sections of it will be reviewed with students at the all student meeting – September 16th.
- Dr. Griffith presented an addendum for a procedure for students to follow if they have a complaint. Discussion followed and she will rework parts.
- Criminal Background Check and TB Test
 - Each student starting in the Fall 2008 will be required to have a criminal background check and TB test.

D2L - *Desire 2 Learn*

- Dr. Fabian gave a demonstration on how D2L works.
- Faculty are encourage to contact Media Resources for instruction on who to us D2L.
- Training session will be held during orientation week.

Library

- Library is temporarily located in Rothwell Student Center (RSC) in the Hiawatha Room. All reference materials and videos are available and the data bases are available on-line.
- Library allocation requests will be out in September. We need to put together a list of resources (books, DVDs, videos, journals, training materials)

Online Grading

- Dr. Fabian gave a demonstration on online grading.
- Please make sure Mary Jo LaValley, ADA, gets a [signed] copy of your grades before turning them in to the registrar's office or after submitting them electronically

Advisement

- Students should let teacher know right away if they have a disability. They need to see the disability coordinator first before arrangement can be made to accommodate them.
- Common attendance policies and late assignments
 - One excused absence with a good reason is acceptable
 - ½ grade reduction for each missed class after the first excused absence or at the instructor's discretion.
 - No late work is accepted. The due date means "due date" however instructors can arrange their due dates as best fits their course

demands. It is important that we stress student responsibility for turning work in a timely manner. All work can be turned in early!

Department

- Staff meetings
 - The first staff meeting for Fall 2008 will be:
 - First Thursday of the month, [Sept 4th at 2:30 – 3:30]
 - The second staff meeting will be:
 - Third Monday of the month, [September 15th at 2:30}
 - Staff meeting calendar will be sent to each instructor in the near future.

Reminder:

- First Staff meeting of the semester will be Thursday, September 4, 2008, Mc 111 at 2:30-3:30,
- Friday, September 12, 2008 – Counseling All Student Picnic, Billings Park at 5:00pm.
- Monday, September 15th, Staff Meeting Mc 111 at 2:30-3:30
- Tuesday, September 16, 2008 – Counseling All Student Meeting, Multicultural Room, 2nd floor Main at 7:00pm

There being no further business to come before the department, the retreat was adjourned at 3:15pm

Respectfully submitted by Mary Jo LaValley
Approved - September 15, 2008