

Counseling Professions Staff Meeting

Date:	Monday, September 15, 2008
Time:	2:30 pm
Place:	Mc 111
Attendance:	Dacia Selzler, Tracy Fabian, John Paul, Mark Langenfeld, Rosemary Doyle, Suzanne Griffith, , and Mary Jo LaValley
Absence:	Amy. Fullerton, Alvin Beal, and Dawn Schulze

Approval of minutes:

- Motion to approve minutes from June 25, 2008, made by Dr. Doyle, seconded by Dr. Griffith. Yeah 2, Nay 1, Abstain 1. Tabled until till a later date.
- Motion to approve minutes from the Retreat on August 25, 2008 made by Dr. Doyle, seconded by John Paul. Minutes approved after discussion regarding changes to absence policy. $\frac{1}{2}$ grade reduction for each missed class after the first excused absence or at the instructor's discretion. Yeah 4, Nay 0, Abstain 1.
- Motion to approve minutes from September 4, 2008, made by Dr. Doyle, seconded by John Paul. Minutes approved after discussion regarding changes to absence policy. $\frac{1}{2}$ grade reduction for each missed class after the first excused absence or at the instructor's discretion. Yeah 6, Nay 0, Abstain 0.

1. Other Business:

- A. Agenda for "All Student Meeting" handed out by Dr. Fabian. 60 copies will be made for tomorrow's meeting, September 16, 2008.
- B. Spring class schedule reviewed. Some discussion took place regarding weekend classes.
 - Classes taught on weekends will run every other weekend and for 6 weeks.
 - After discussion on when to teach what classes, Dr. Griffith stated that the Spring 09 Class Offerings was set except for who will teach which class, and at what time.
- C. What test to give for Admissions and for Assessment was discussed.
 - No psychological tests will be given for Admission to the program.
 - Possibility that faculty would meet at set times during the semester to review applications. Suggested things to use for review of application are:
 - a. Grade point average
 - b. Experience
 - c. Research
 - d. Writing Sample
 - MMPI-2 is being given this fall 2008.
 - MMPI-2 and MCMI III will be given for spring 2009. Mary Jo will administer these tests.

D. Handbook Addendum (Dispute Resolution Policy in Counseling Professions)

- Motion to approve Addendum regarding how the department would like students to handle problems that come up with staff. Yeah 6, Nay 0. Motion approved. Addendum will be added to the Handbook.

2. New Business:

A. Confidential Agreement

- A new confidentiality form for practicum students vs. a generic confidential form was handed out by Dr. Griffith. Faculty was asked to review it and discussion will take place at the next staff meeting.

B. Library Allocation and Request Cards

- Instructors are to decide if they want any trade books, videos or DVD's ordered and, if they do, to please fill out the request card in Mc 111 Counseling Suite area.
- We have \$8,000 allocated from the Library. This needs to cover the journals (hard copies) that are available in the library.
- Material will be stored in the Library.

3. Reports:

- Tabled until next staff meeting. These reports include:
 - Graduate Council
 - Faculty Senate
 - Chairs Meeting
 - Chi Sigma

The meeting was adjourned at 3:30 pm.

Respectfully submitted by Mary Jo LaValley

Approved – October 1, 2008