

## Counseling Professions Staff Meeting

<b>Date:</b>	Thursday, September 4, 2008
<b>Time:</b>	2:30 pm
<b>Place:</b>	Mc 111
<b>Attendance:</b>	Dr. Fabian, Amy Fullerton, Dr. Langenfeld, Alvin Beal, Dr. Griffith, Dr. Schulze, John Paul and Mary Jo LaValley
<b>Absence:</b>	Dr. Doyle and Dacia Selzler

### Announcement:

Mary Jo LaValley will be relocated to Dr. Ekbohm's old office MC 111-E. The Dean of Graduate Studies needs the room for her staff in MC 102.

### Report from Graduate Council

Dr. Fabian reported:

- All Ad Hoc staff were approved to teach graduate level classes.
- There is a new Dean of Graduate Studies, Dr. Rhoda Robinson.
- Dr. Fabian stated that Grad Councils wants all Ad Hoc staff to identify themselves as Lecturer or Sr. Lecturer positions not Assistant and Associate Professors.
- Grad. Council will be working on marketing. Ms. Cherri Boreen, Associate Outreach Specialist has been hired to help market Graduate Programs.
- Dr. Fabian would like to ask Graduate Council and the Dean to help the department advocate for the 2009 CACREP requirements. The Provost says CACREP requires 3 full time core faculty or equivalent. In 2009 CACREP will require 3 full time core faculty. The core faculty should be teaching more classes than the Ad Hoc's combined with new faculty having a degree in counseling by 2013. The instructor to student ratio should be 1 to 10.
- Dr. Griffith asked Dr. Fabian to develop a formal motion to take to the Graduate Council asking them for their support. Motion by Dr. Griffith, 2<sup>nd</sup> by Alvin Beal. Yeah 7, Nay 0. Motion passed.

### Report from Faculty Senate

Dr. Griffith reported:

- Faculty Senate hasn't met yet for 2008-09 academic year.
- Dr Griffith is assigned to the New Building Furniture Committee and serving on the Summer College Planning Committee being put together (according to Joel Sipress, Senate Chair).

### Report from Chairs Meeting

Dr. Griffith reported:

- The Department Chairs will meet for the first time on Monday, September 9, 2008. Nothing to report.

### Campus Life Counseling

Dr. Schulze reported:

- Interns are working well.
- Office getting arranged after the move. Staff are presently without internet hookup.
- Seeing some students.
- Dr. Fabian stated that the new Student Counseling Services (in Hawkes Hall) has a great reception area now. They have the whole wing on 2<sup>nd</sup> floor which included many more useable rooms
- Dr. Schulze stated it will be 2 weeks or longer before the viewing room wiring is completed and ready for student video taping to begin.
  - John Paul said he had plans to send his students up to Hawkes in two weeks.
- Dr. Schulze said the reception room will be manned by student assists.
- Dr. Fabian talked about writing a grant like she did for the video equipment.
- Dr. Schulze said she will be gone from September 11-16. Dr. Fabian asked if Dr. Schulze wanted her to cover clinical services while she is away. Dr. Schulze said she will check with Dacia Selzler and get back to Dr. Fabian.

### Chi Sigma Iota

Report from John Paul:

- John Paul stated that Chi Sigma has a good committee this year.
- Chi Sigma meets every other Tuesday evening at 7:00pm.
- John Paul attended a workshop on student organizations and funding. Chi Sigma has the least amount of funding this year than other organizations on campus. Next year he expects more funding to be available.
- Chip Beal stated that Chi Sigma doesn't have a history on campus yet, but once established, should be able to get more funding. Chip Beal encouraged John Paul to keep trying.
  - Chip Beal said to include a flyer on what the organization will be doing when requesting funding.
- It is understood that first year students can not officially join the organization, but they can unofficially help out with fund raising and other projects.
- John Paul stated that one fund raiser is the concessions stand at Hockey games held at Wessman area. There is the potential to earn \$300.00.
- John Paul stated that there will be an All Student Picnic (sponsored by Chi Sigma Iota) at Billings Park on Friday, September 12, at 5:00 pm. Please bring a dish to pass and have your family join us.

### Retreat – Follow up

- Dr. Griffith asked to have the minutes reviewed.
- Dr. Griffith stated that she believed that during final exam week class has to meet for assessments/tests or summative evaluation.
- Due dates are due dates. It is up to the instructor to determine those dates.
- Attendance Policy reviewed. There will be one excused absence and the student will go down ½ letter grade for each absence after that or at the instructor's discretion.
- IP grade means "in progress" and can run for 7 to 10 years
- IC grade means "incomplete" and must be completed by the end of the next semester.
- Addendum was reviewed and changes will be made and presented to the students at the All Student Meeting on Tuesday, September 16, 2008.
- Dr. Fabian talked about summer policy and grading for students who withdraw from class before grades are posted. It was suggested that this be brought before the Graduate Council.
- Drs. Griffith and Fabian talked about tracking what students write. There is a program available called "Turn It In" that will check students' writing assignments to see if they are plagiarizing but it does not track topics.
- Dr. Langenfeld said it's easy to do. He uses Google and copies and pastes a sentence to see if the student is using someone else's work.

**Tabled until next meeting:**

Other Business

- Spring class schedule
- What tests to give for Admissions and for Assessment
  - Who will administer tests

The meeting was adjourned at 3:40 pm.

Respectfully submitted by Mary Jo LaValley.

Approved – September 15, 2008