

## Counseling Professions Staff Meeting

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

### **APPROVAL OF MINUTES:**

A motion to approve minutes, from December 4, 2008 was made by John Paul, and seconded by Dr. Fabian.

- Yeah: Dr. Griffith, Dr. Fabian, Dr. Langenfeld, John Paul, Dr. Schulze, Alvin Beal
- Nay: 0
- Abstain: 0

### **REPORTS:**

#### **Graduate Council, Dr. Fabian**

- Dr. Fabian had no report.

#### **Faculty Senate, Dr. Griffith**

- Dr. Griffith handed out a copy of Dr. Robinson's summary of the last senate meeting. Dr. Griffith highlighted two areas. One on changes proposed for the faculty constitution and the NCA/AQUIP process.

#### **Chairs Meeting, Dr. Griffith**

- Dr. Griffith handed a review of the Academic Chairs Meeting of December 8<sup>th</sup>. She pointed out information on the Library, Budget, Travel and Summer Session.

#### **Chi Sigma Iota, John Paul**

- John Paul had no report

### **NEW BUSINESS:**

- Update on CACREP. The hiring of Dr. Altekruze was discussed. He plans to be here February 2 – 3, 2009. Dr. Robinson is now coordinating the self study process. The plan is to resubmit ASAP so as to have approval at the July 2009 Board meeting.
- Update on Summer Schedule. Times for summer course offerings were given. Dr. Fabian suggests they all be 3-7pm.

- Syllabi for 2<sup>nd</sup> semester must all be prepared using CACREP criteria/standards. Dr. Altekruise has sent a sample but our syllabi will also need to retain the parts required by this campus. (All syllabi should be submitted electronically before classes start and brought to the January 16, 2009, meeting.
- Admissions Procedures were discussed again. Approval was given that the department members would review all applicants at department meetings at least once a month.
- A reminder was given that all staff should be sure to submit Personal Characteristics forms on all level 1 students, if not yet done. No students of concern were brought up.
- Staff availability over break – policy was reviewed.
- Instructors were reminded that grades were due by noon December 26, 2008

### **OLD BUSINESS**

- Opening week schedule of activities were reviewed. Reminder of Department meeting Friday morning, January 16<sup>th</sup> at 9:00am sharp. **McCaskill 111**
- It was suggested that Portfolios need to be discussed January 16<sup>th</sup> as well as a holiday party.

There being no further business to come before the department the meeting was adjourned at 3:30 pm.

Respectfully submitted by Dr. Suzanne Griffith  
December 15, minutes approved on January 16, 2009