In attendance: Abrams, Ceballos, Culbreth, Furr, Harris, Lassiter, Ng, Post, Rapisarda, & Wierzalis

Dr. Culbreth made a motion to approve minutes of faculty meeting on 11/12. Dr. Wierzalis seconded and motion passed.

Announcements
- Summer funding will be the same as last year
- For those teaching second class, the amount will be a fixed amount for all.
- CPCE will be given on Tuesday, Jan 4 in CHHS 145
- Dr. Harris suggested that Office Manager proctor the exam instead & faculty agreed.

CACREP Update
- Dr. Culbreth mailed our response to put our document in the mail
- Dean’s office wants current syllabi to ready for NCATE
- Dr. Culbreth will request fall and spring syllabi. Faculty may wait to receive his request before sending them to him.
- We need to provide all our syllabi - for both core and elective courses
- Dr. Culbreth will also ask if we can use template for Practicum and Internship classes instead of having each of our individual syllabi
- Faculty discussed uploading our syllabi and our CACREP Self Study on our website
- Cross listed courses (MA and PhD) need separate syllabi
- Dr. Harris mentioned that he needs to provide to Dean’s Office GASP allocation report for past three years.
- Drs. Culbreth & Harris will meet with staff at the University Counseling Center to clarify expectations for our GA position and interns there

Student Staffing
- Dr. Harris will create notebook with staffing information so we can have a physical record about what has happened with students to monitor progress of students

- Dr. Wierzalis discussed the e-Portfolio & also met with program coordinators
- Dr. Balog is collecting from faculty key assessments, rubrics

Information Points:
- 1 portfolio with different sections
- If instructor changes, need to be sure it doesn’t lose its consistency – have to have key points for each course regardless of who is teaching it
- Instructors need to identify key assessments
- Courses need rubrics that are consistent across the program
Areas we’ll establish are the 8 core areas. We will determine how each of our subjects that fall under these areas.

Those courses become the products in the portfolio

Rubrics needed to:
  o demonstrate consistency (3 point scale (unsatisfactory, satisfactory, excellent) across the top and categories down the left column)
  o show reliability, validity, and products in the portfolio

Need to have supplemental rubrics for our certificate programs (substance, school, play)

Need separate portfolio for clinical data (confidential)

Overall objective – anything besides product must be measurable; want ability to run data; measures both student and program’s performance

Timeline
  o We will address this at each faculty meeting
  o By January faculty meeting we hope have rubrics
  o Goal is to start using portfolio in fall 2011
  o By mid-February, we want to have something to using it as a dry run during spring semester

Dr. Culbreth will assume responsibility for doc portfolio

Clinical Report – Dr. Wierzalis

There are few students who cannot find sites

Need clarity about process for MA and PhD site placements

Practicum students will have a second module added
  Add self harm and suicide

Internship – currently has disaster relief and psychopharmacology

The committee decided that the following paperwork should be submitted for students’ folders:
  o Data summary sheet
  o Site info sheet
  o Site supervisor final evaluation
  o Instructor final evaluations
  o Final log

Other material from the course should be shredded.

Faculty were invited to send feedback to clinical committee about clinical forms and process

Dr. Wierzalis is revising the on-site supervisor evaluation forms
  Faculty discussed requests to do internships from students who are not in our program--when classes are filled, students will be denied.

Suggestion was made to have an alumni learning series --we provide CEUs in topic areas of research areas of faculty – Fridays in Jan, March, April, May - $30./training –

Faculty should send email with feedback to Dr. Balog. Some ideas discussed were:
  o Sharing with them what we are doing now with our other CEU opportunities for their participation
  o Show what we’re doing in website
  o Create an alumni link on website
  o Do better job of informing alumni listserv

The number of applicants for the PhD & MA program is about the same as last year.

Mu Tau Beta Holiday party is on Saturday December 4, 2010 at Chima.
At our next meeting with will address doctoral course rotation
Question – about ownership of courses
Does it depend on specialty, research area?