**Counseling Faculty Meeting**

**12/10/2020**

In attendance: Thomas Foster, Yolanda Dupre

* Review generated data from the following surveys from 2020:
  + Alumni Survey
  + Exit Survey
  + Current Student Survey
  + Employer Survey

Student data reported that some faculty were not engaged in their classes. Based on the student surveys, faculty decided to implement create engagement plans that shows how they will become more engaged in their online coursework. This will be required for all core and adjunct faculty.

* Redesign the Advisory Committee
  + More community involvement
    - Site supervisors
    - Alumni
    - Leaders in the community
    - Current students
* Review CACREP Site Visit Report
  + Primary requirements of the report
    - Hire core faculty member
    - Hire administrative assistant
    - Implement an information management system
      * Trevera
      * Trajecsys
  + Secondary requirements of the report
    - Redesign the standards matrices for core, CMHC, and school
      * Create learning activities for each standard
    - Revise supervisor orientation

reduce

* Timeline for CACREP revisions
  + Primary requirements of the report
    - Hire core faculty member: Fall 2021 #4
    - Hire administrative assistant: July 1 2021 #5
    - Implement an information management system Summer 2021 #2
      * Trevera
      * Trajecsys
  + Secondary requirements of the report
    - Redesign the standards matrices for core,

CMHC, and school Summer 2021 #3

* + - * Create learning activities for each standard Spring 2022 #6
    - Revise supervisor orientation Spring 2021 #1
* Themes generated from data from the following surveys from 2020:
  + Alumni Survey (*N* = 5)
    - Communication btw students and faculty
      * CPCE, NCE, how the program works
  + Exit Survey (*N* = 8)
    - Mostly positive marks on multiple choice questions
    - Communication in general
      * Comps and NCE specifically
    - Lower faculty turnover
    - More preparation
      * CPCE and after graduation
    - Faculty engagement in general
  + Current Student Survey (*N* = 26)
    - A general interest in Addictions and Combined Tracks
    - Half do not think faculty get back to them in a timely manner
    - More orientations to the program and courses
    - Faculty engagement in and out of class
    - Faculty course engagement
    - More school counseling focus
    - Creativity in the classroom
    - Students want to feel heard and responded to
  + Employer Survey (*N* = 1)
    - Nothing specific given
* Generation of ideas from the themes
  + Find ways to increase communication between the faculty and students
    - Direct communication
      * Offer a live orientation for the fall cohort
      * Respond to emails within 48 hours
      * Offer open houses at the end of fall/spring semester
      * More engagement in the classrooms
        + Live meetings that are optional
        + Pre-recorded lectures using PP
        + Weekly faculty recordings: Introductions or summaries
        + Clinical demonstrations
    - Indirect communication
      * Create an orientation tab on the website to cover topics such as:
        + Advising
        + Comps
        + Practicum and Internship
        + Licensure and certification post-graduation