**Counseling Faculty Meeting 4/3/2019**

In attendance: Dr. Thomas Foster, Dr. Yolanda Dupree, Dr. Cyndi Matthews

1. Students of concern –
	1. Student X - Pulled from site that did not have supervisor. Moved to another site with MOU. Yolanda will supervise for the rest of the semester (thank you, Yolanda!)
	2. Student Y – Tom asked student to submit paperwork before Friday. Dr. Denise Gilstrap will discuss with student whether or not hours from internship will count
	3. Student Z – Tom will discuss with Dr. Edwards and student about whether or not to offer Practicum during the summer. Faculty discussed limitations of practicum for School counseling students during summer. Also discussed limitations of Independent Study course and doing a course for just one student.
2. Admitting new students for Fall, 2019 –
	1. Approximately 55 students have completed applications
	2. Sharon is waiting for graduate school to bring over the rest of the documents for the applications
	3. GAs are sorting files and filling out transcripts and GPAs on rubrics
	4. Cyndi and Yolanda will start going through files tomorrow (CMHC – Cyndi; School – Yolanda 🡪 then switch files)
	5. We will take 24 students for the fall – possibly 12 school and 12 CMHC
3. Face to face program – we are still waiting for word from Dr. Alford whether or not we will go ahead with the face to face program in the Fall.
4. Renaming Courses – Tom will go through the courses to give them more updated and politically correct names (i.e. Maladaptive to Diagnosis in Counseling). He will forward to Cyndi and Yolanda. Once there is approval from faculty, the new names will be forwarded to the Curriculum Committee. Tom and Yolanda will check on the process.
5. Electives for School and CMHC –
	1. Faculty discussed the potential of offering electives for both CMHC and School Counseling
	2. Potential courses now offered that might be considered electives instead of required include Trauma and Marriage & Family
	3. Crisis and Addictions were deemed required courses by the faculty
	4. Cyndi is putting together 2 syllabi for potential electives for CMHC:
		1. Spirituality and Religiosity in Counseling
		2. Counseling LGBTQ+ individuals, couples, and families
	5. School counseling potential electives include:
		1. Play Therapy (Yolanda already teaches)
		2. Activity Therapy/Adolescent Therapy (new person might teach?)
	6. Electives will switch out every other summer
	7. New courses need to go through the Curriculum Committee
		1. We will find out the procedure for sending a new course through the curriculum committee
6. Admissions Form – Tom has been going through admissions form to simplify the application process. He will forward new form today to Yolanda and Cyndi for comments and changes. Suggestions for changes include:
	1. changing autobiography to 2 page letter of intent
	2. taking off making master’s students exempt from taking GRE
	3. making minimum requirement for writing on GRE score be 3+
7. CACREP questions - Tom called CACREP to ask questions about substantive changes
	1. Adding electives does not require a substantive change (change needs to be more than 25% or 5 courses to require a substantive change request through CACREP)
	2. Change from online to face-to-face requires a substantive change form
	3. The form needs to be turned in approximately 90 days before the change is made (approximately April 30th). Tom will take care of the form if face to face program is approved.
8. Graduate Assistants
	1. Ashely has taken on a job at Ascent (a job she got from the ULM Career Fair)
	2. Brent will be working half time in Counseling and half in MFT Clinic until the end of the semester
	3. Both Brent and Rima will be working in the Counseling Program during the summer
	4. GAs have signed confidentiality agreements to keep things confidential that they learn from student and client files
9. Summer Workshop
	1. Tom and Cyndi are working through schedules for Summer Workshop
	2. There will be 24 students (6 local and 18 out of town) involved
	3. Dr. Gilstrap will teach the School Portion, Tom and Cyndi will teach the CMHC section. Some sections will overlap for both school and CMHC
	4. The Moodle page has been made active for Summer Workshop
	5. All students have been emailed an invitation to join via the moodle page
	6. Tom is working on the registration page
	7. Tom will submit the budget to Jana once he gets price updates for housing and food
	8. Restaurants are being considered for Summer Workshop including Athenas, Franks, Genos
	9. GAs (Rima and Brent) will help with workshop (even though they are also attending). Ashley will be invited back to help out as a former Summer Workshop member.
	10. We need to find speakers for the conference (in person or via zoom)
10. Evaluation of Faculty
	1. Tom will be doing the evaluations
	2. Tom will find out when they need to be completed and will inform faculty