

**MINUTES
COUNSELOR EDUCATION PROGRAM'S
ADVISORY BOARD MEETING APRIL 03, 2009**

ATTENDANCE:

Faculty: Kyle Weir, Albert Valencia, Song Lee, Claire Sham Choy

Community: Carolyn Coon (HE), Alicia Andrade-Owen (HE), Rick Egan (K-12/PPS),
Chuck Garon (MFT)

Students: Kurt Piland (HE), James Mierkey (MFT), Angela Guthrey (HE)

AGENDA: Approved and seconded (Alicia Andrade-Owen; Rick Egan)

MINUTES: Approved and seconded (Albert Valencia; Chuck Garon)

INTRODUCTIONS AND ANNOUNCEMENTS

- *Blackboard forum – Should it be continued?*
 - Although members agreed that going green was a good idea, they felt that occasional face to face sessions were useful.
 - Some members either had difficulty finding or logging into the forum.
- Faculty losses – the program recently lost Dr. Ronald Kiyuna who passed away. Program is expecting two pending losses: One faculty member accepted an out of state assignment and another will be retiring in 2010. Requests will be made for replacement faculty

New Business

- *Enrollment management* (Albert reported)
 - Course offerings; winter intersession; adjunct faculty assignments
 - The enrollment goal (#1 from the Working document) was shared with board members. Enrollment targets for Fall 2009 will be reduced (MFT – 15; K-12/PPS – 10; HE – 10).
 - Applicants will be required to have all prerequisites completed and not in progress.
 - The number of sessions for Spring 2009 will be reduced and will be replaced with a winter 2009 intersession.
 - Number of adjunct faculty assignments will also be reduced
 - There is still a need for PPS credential (ref. AB 1802) especially with the focus on support for the exit exam
 - Community Mental Health slowdown
- *Program goals* (Claire reported)
 - Retreat - Working document; Action Plan
 - This document was shared with board members

- Strategic plan
 - Ongoing efforts at this were shared with board members. The programs goals within the KSOEHD's strategic plan were also shared with members.
- Recruitment plan
 - Ongoing efforts at this were shared with board members
- CACREP, NCATE and CCTC accreditation preparation

New CACREP 2009 guidelines: www.cacrep.org/2009standards.html. See relevant standards for Marriage and Family Therapy/ **Marriage, Couple and Family Counseling*** pp. 35-38; K-12/**School Counseling*** pp. 39-45; Higher Education/**College Counseling and Student Affairs*** pp. 46-50

 - * **New names for options – CACREP 2009**
 - The draft CACREP guidelines (website and relevant documents) were sent through Blackboard to all board members prior to the meeting. Accreditation goals for the two specializations (K-12 and Higher Education) within the Counseling and Student Services option were discussed
- Ethics Policy (Sari and Kyle, and Albert) – due process, criteria
 - Drs. Dworkin, Valencia and Weir are currently working on this project and expect to have a policy ready for the Student Handbook.
 - One workshop was held in fall 2008 to bring current students up to date on important ethical policies (CSU Fresno as well as ACA). The student organization, Chi Sigma, was instrumental in organizing the first workshop and will be expected to play a continuing role in disseminating this information regarding ethical and professional practice.
 - At the new student orientation in fall 2008, information regarding ethical and professional practice was also shared.
- What's new in the community re: field placement activities? New sites and experiences (especially for Higher Education – increased hours)?
 - New partnerships
 - FFCC/Employment Opportunity Commission
 - Dr. Weir stated that this peer mentoring project will focus on incarcerated youth.
 - Chuck Garon's agency will be taking on more interns
 - K-12/PPS
 - Dr. Valencia has written eight MOUs, most recently one with Fresno City College – Manchester Center
 - Higher Education
 - With an increase in internship hours from 160 to 600 (as of fall 2008) additional placement sites are needed. Some suggestions were: student services centers at National University and Alliant University.
 - Suggestion: Need a course on relating to the adult
- Starting a Counseling alumni group/association?
 - Development funding/grant writing, career development, networking;

- Claire discussed the need to have an alumni association to support the goals of the program. This association could assist with pressing needs of the program such as: funding/grant writing, career development including networking.
- Comprehensive exam
 - Exam was in progress.
 - Increasingly, students are choosing this culminating experience over the project and the thesis.
 - Multiple choice items are continuously analyzed and revised. Most students pass both sections (Multiple Choice and Essay) of the exam on the first attempt. Students who were unsuccessful receive feedback from their advisors to improve their chances of success on the next attempt.

Old Business

- Program reports
 - MFT
 - Counseling and Student Services: K-12 and PPS Counseling and Student Services: Higher Education
 - Seeking CACREP accreditation – feasibility
 - Claire reported that the program had stated accreditation for the HE specialization as a 2goal. A feasibility study will be conducted and the program will be seeking approval to split the two CSS specializations into separate options. This action was necessary in order to seek accreditation.
 - Claire also pointed out some of the additions to the curriculum in the new draft guidelines. Generally, members welcomed these additions and saw them as enhancing the credibility of the professional in the field of Student Affairs and College Counseling.
 - Careers in Higher Education beyond community college and university?
 - Claire shared information on a Higher Education alumni breakfast held in fall 2008, the purpose of which was to build a network of professionals with whom current students could communicate. It was also reported that the alumni who attended were interested in putting on a career fair that will expose students to the range of opportunities available in the field beyond those in traditional community college and university college settings.
 - Kurt Piland, a recent graduate and currently employed with the City College, indicated an interest in writing a grant to underwrite a position for an internship coordinator. This position is becoming necessary due to the increased field placement hours. Members expressed the need to use these hours to gain a wide range of experience rather than the limited experience (usually one placement site) that students have received in the past.
 - Members also expressed the need for a grant writing class as well as a technology class for students in this specialization. These classes could be electives or could be incorporated into an existing course, possibly the Educational Administration or the

Educational Research and Administration course both of which are currently in the Higher Education curriculum.

Closing

Summary of group discussions; next meeting

- The meeting ended and members were informed that they would be sent information on the next meeting date.