USU Professional School Counselor Education Program
Faculty Meeting Minutes
October 26, 2016
DE 011/GEC 504

1. **Course Evaluations**
    a. At the Faculty Meeting in August it was requested that instructors have the option of having course evaluations given towards the end of the semester so students have finished the majority of the class
    b. Camille worked with AAA to schedule the course evaluations later this fall semester
    c. The course evaluations for the four fall semester classes will be sent out on December 5th and close at midnight on December 11th
    d. Instructors may choose to have students take the course evaluations during the last class of the semester
    e. Camille: Proposes course evaluations be sent out the last 10 days of class every semester
    f. <u>Faculty Consensus</u>: All agree that course evaluations should be sent out 10 days prior to the last day of class each semester
        i. Camille will connect with AAA each semester and have course evaluations sent out 10 days prior to the last day of class. If you do not want the date adjusted, let Camille know and she will not make the request for your class.

2. **Northwest Accreditation Update**
    a. Northwest Accreditation is for the entire University
    b. To find what the School Counseling Department submitted for accreditation go to: psychology.usu.edu. At the bottom of the psychology home page, click on "assessment"

    <u>Discussion Comments from Accreditation Reports</u>
    - 100% of students have passed the Praxis the last 3 years and longer
    - Employment rates from the 2010-2012 cohorts are listed
    - The program is required to include what the starting salary will be in a variety of school districts
    - For accreditation, the section on data-based decisions need to state that decisions are being decided with all faculty involved

3. **New SC program Policies on Program Website**
    a. GPA during the Program: discussed the August faculty meeting and approved via email:
        i. Students must maintain a 3.0 in the program. Grades below B- are not acceptable and imply that a student has not demonstrated skill(s) at mastery level.
        ii. Policy is on School Counseling website under "Core Requirements"
    b. Praxis II Required for Graduation
        i. Policy is on School Counseling website under "Core Requirements"

4. **Council on the Accreditation of Educator Preparation Update**
   a. Inquiry Brief due: December 2017
   b. Camille, Marietta, and Beverly are meeting two times a week to write the brief
   c. CAEP Accreditation Site Visit: November 12 – 14 2018

   d. **CAEP Standards for Advanced Programs Handout**
      i. Read each Standard: Faculty is aware of what needs to be provided in the Inquiry Brief
      ii. Beverly will email faculty to ask for Table A to be filled out and to send most current syllabus

5. **Continuous Improvement**
   a. Graduate Survey Results 2016
      i. Fourth year the survey has been sent out
      ii. Looking at data from 2009 – 2012 cohorts
      iii. Response Rate = 30%
      iv. Lowest rated question from survey "How well do you feel your training in the program prepared you to use technology to promote student learning and support the school comprehensive guidance system?
         1. Camille – Last year the program brought in 5 school counselors to Sandy Ameel's Practicum Spring 2016 class to train on school management systems. We will look at data from that cohort next year. Data are not available yet post-intervention
         2. Kathy – Utah State Education Office offers a training on general management systems that helps overall understanding and prepares counselors to use a variety of management systems
         3. Tom – We may want to add additional instruction in technology
   b. Employer Survey Results 2016
      i. Survey was sent out to graduated students asking to give the survey to their employer- feel that way is ethical
      ii. 10% response rate. This is typical of employer surveys
      iii. This survey also came back with lower ratings in technology preparedness. Goal: find interventions to help students be more prepared with technology training
   c. Stakeholders
      i. CAEP is asking to bring in Stakeholders
      ii. Employers of graduates come to meetings and give input how to improve the program