

***13<sup>th</sup> Annual Clinical Mental Health Counseling Program Faculty Retreat***  
***May 23 & 24, 2018***  
***10 AM-2 PM***

**1. Immediate needs**

- a. Dr. Coppock reported on a meeting with Grad. Admissions on the 4 + 2 program. There was discussion regarding the method by which students who come in through this program will be interviewed and admitted. Formal acceptance into the program would come after awarding of the BA, but there needs to be a pre-interview earlier to screen students. Junior year there would be a review of the candidate to consider GPA and dispositional factors. Dr. Coppock will be meeting with Renee in Financial Aid to make sure the policies are in line with the plan.

**2. Program outcomes and Data review**

Review Current Assessment Plan

- CPCE
  - Dr. McCurdy presented the data (corrected by NBCC) on the Summer 2017 administration of the CPCE. Program scores were 17 points above the national average. The program average score was 122 and the national average was 105.
- NCE
  - Dr. McCurdy presented the data for the Fall 2017 administration of the NCE. Program scores were above the national average for each core area.
- CSS
  - The CSS scores indicate that the developing skills scores are above the mean of 4 and the final mean scores are above a 6.
- CSPD-RF
  - The internship evaluation scores are 100 (outcomes goal is 90).
- SSI
  - Students filled out the Supervisor Evaluation form for practicum and the Supervision Styles Inventory for internship in error. In aggregate it was determined that the goal was met.
- MCKAS
  - The outcomes goal was met with an increase in scores of 23%.
- Professional Disclosure Statement
  - The outcomes goal was met. All students received 100% on this assignment.
- Employers of Graduates Survey
  - Was completed 2016.
- Alumni Survey
  - Dr. McCurdy worked with alumni services to send out a total of 77 hard copy surveys. Follow up survey was electronic and could be completed on survey monkey. 20 surveys were returned (26% response rate). Although the population sample was increased, the return rate was not as good as the last administration (46%). Survey results fell between somewhat and very strong on all items. Seven out of 20 were electronically submitted.
- Site Supervisor Program Survey
  - Will be completed 2019
- Graduating Student Survey
  - See document in file for summary. There was overall positive feedback for the program with several suggestions.

- Graduating Student Focus Group
  - See document in file for summary. There was overall positive feedback for the program with several suggestions.
- Career Placement Data
  - The staff member that kept this data retired and was not replaced. Therefore, faculty need to create a new way to track this information.
- Enrollment management (including faculty/student ratio, student demographics & completion rates)
  - See document in file for summary. This information was provided to Dr. McCurdy for the CACREP report.
- Faculty Evaluations
  - Student responses were very low with the new electronic format. Dr. Coppock did not calculate the scores due to low response rates.
- Program Student Learning Outcomes (PSLOs)
  - All signature assignments met at least the 85% standard. There were several assignments that had to be remediated however the standard was met after revisions.
- Program Assessment Plan
  - All standards are met on the assessment plan. No benchmarks are listed on items 6-8 as these are only to be reviewed in faculty retreat as informative.
- Professional disposition
  - All students who were remediated this year completed their requirements. No students were removed from the program due to dispositional concerns.

### 3. Feedback action items

- a. Terminology on Program Outcomes Assessment Plan was considered to be unclear. The assessment plan “Practicum/Internship Completion” pass/fail standard is for successful completion of both of those courses in their entirety as the clinical experience. A student who fails the practicum and retakes the course, passes, and also passes the internship would receive a pass.
  - b. Faculty decided that in the future, students would need to complete the on-line course evaluation surveys during class time in order to ensure increased response rates.
  - c. The data on the website will need to be updated because the chart categories have shifted.
  - d. Dr. McCurdy will contact CACREP to find out if the reduction in faculty needs to be reported as a substantial change.
  - e. Planning was discussed for Dr. Coppock’s eventual retirement, which may be about 3 years. Dr. Willow will plan to take over as program director next year and in two years a decision about applying for a new faculty member would have to be made. CACREP reaccreditation will be three years after that.
  - f. Faculty adjunct list needs to be maintained in order to assure that there is availability.
  - g. Faculty will continue to work on the development of the 4 + 2 program. Faculty also discussed how teaching undergraduate courses will affect the FTE calculation.
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- Annual events review & future plans
    - Supervisor orientation/ training
      - Ideas: Giving supervisees feedback, requirements of the law, diversity issues
    - Student Orientation
      - Copier/printer training

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- Discussion ensued re: location, consider doing Wellness Day afternoon in library; decided that we would keep Orientation in PAC
  - Agency Night
    - Student feedback has been very positive. Faculty discussed which agencies should be invited. Date was set.
  - Advisory Board Meeting
    - Faculty decided to not plan this event for 2018. Decision was made to put this on the agenda for Fall and do a save the date earlier.
  - CSI Induction for spring
    - Dr. McCurdy announced that this year will be the 15<sup>th</sup> anniversary of the program's chapter. Discussion ensued about the potential of having Dr. Holly Hartwick as the speaker.
- Faculty discussed faculty meeting dates, conference dates, and professional development.