

## Counseling Program Faculty/Staff Fall Retreat Minutes

Wednesday, August 24, 2022 from 9am-2pm

**Attendance:** AJ, NTD, LS, JW, and CWP

- **Welcome! /Check-in**

- Summer Highlights
  - New faculty feel settled a little bit & still familiarizing themselves of UVM & Chittenden County VT.
- Hopes/Dreams for the year
  - To understand students' and Programs' expectations such as advising, Program of Study, core courses and electives, disciplinary procedures, and other Programs' and department's policies and processes. Screencasts are very helpful.
  - AG would be happy to help with Lab. Will figure it out separately.
  - Assessment piece needs to be consistent especially with competency for CACREP purposes.
  - Faculty want work-life balance and building healthier practices focusing on dynamics – teaching, processes, etc.
  - To have a collaborative process where everybody has voice.
- What do you need to make it happen?
- Questions that need to be addressed?

- **Norms/Roles/Process Needs**

- Most effective groups you've been in. Why?
  - Listen to each other and collaborative team/environment
  - Consistency and clear on the final decision after meeting.
  - Taking notes/minutes during the meeting
- Meeting Structure/Process
  - Suggested to record the meeting for minutes purposes – use for CACREP Evidence(s)
  - Anticipating having conversations around equity and critical consciousness
  - Would like this meeting as a space to talk about differences, set norms, and roles on paper and look at it while forming the group dynamics.

- **Meeting roles: facilitator, note keeper, timekeeper, processor**

- Faculty is open to setting norms to some degree and talking about issues.
- Recording meetings is fine right now while figuring how things are going to be.
- Can facilitate meetings in a rotating basis, have a process role and have the processor say what they thought they did process wise, and have a timekeeper.
- To have a point person to be writing and can shifts across the meeting depending on the topic.
- Even with disagreement, it is important that faculty are consistent and are on the same page at the end of each meeting to avoid confusion. Communication is key.
- It would be helpful to talk through issues and when somebody is upset and has mixed feelings about things.
- Transcribing meetings is very time consuming and so faculty have been advocating for the college to hire/fund a person to write notes/minutes not to overburden the Counseling support staff. The problem is, the staff position's job duties and responsibilities were changed and asked to support, not only the Counseling Programs, and also ASL Program and assisting the department Chair. The previous Counseling support staff did one thing and only supported the Counseling Programs.
- JW can advocate for the Department to hire a staff to write meeting(s)minutes.
- Will put off setting norms and structure during meetings and around note taking for the September 8<sup>th</sup> meeting so urgent needs will be addressed in today's meeting.

- **Agenda Review/Adjustment** – *No changes suggested*
- **Announcements:** PD due date; Spring schedule due date, other?
  - Program’s budget request is due Friday, September 2<sup>nd</sup> to Deb.
  - Faculty Professional Development Fund is due Friday, September 9<sup>th</sup>. Complete the Form
- **CEAD – LS**
  - LS has been co-Chairing the Committee on Equity Action and Diversity (CEAD) for a couple of years now. They gathered a lot of data from the college faculty members about what can be done to foster conversations around equity and social justice, and the big piece of it was how to structure meetings. The Program ran 2 college-wide PDs and one of the PDs title was “When s\*\*t gets real – skills for meaning and challenging conversation.” The emphasis that was taken from that was how important it is for both programs and departments to set up Community Agreements. What do we in terms of how we engage interpersonally? What do we value as a group? And is/was the forming of an agreement democratic or egalitarian and so that might be our guide as we’re negotiating conversations? Faculty are hoping and anticipating to having some pretty intense conversations around equity and critical consciousness and so setting a Community Agreement and some norms are very important.
  - Faculty would like to use this space to have an honest conversation and to talk about differences.
- **CACREP Report** – Program has to address deficiency in some of the Standards. CACREP Accreditation has been extended to October 31, 2023. The Report has been written and the one thing left to do is to review the KPIs from Spring 2022 which LS recorded on video – to be done later - in the September 1st or next meeting. Once this is done, the report will be submitted, hopefully in September and we’ll seek full accreditation. The notes on that meeting must be included in the report.
- **DEI Advisory Council**
  - was established last year and the alumni who are in it are phenomenal.
  - 4 left after 1 year due to other work commitment. They said this work’s amazing, but they’ve got so much going on. We still have Patrice, Natasha, Alyx and Liana has joined. So we are looking to recruit new alumni to that. LS’ hope is to bring them into faculty meeting to engage and talk about how they see their own mission. The members are very excited to continue to work and would like to be helpful and useful; and are excited about AJ and NTD joining the Program.
- **LS will be putting in his application this month for Spring 2024 sabbatical.**
  - The faculty should think about the following:
    - a) PhD admissions process
    - b) Master’s degree admissions process
    - c) Who will serve as School Counseling Program Coordinator
    - d) Sharing the DEI Advisory Council work with a member.
- **Interprofessional Education (IPE) Committee**
  - JW received emails from someone who the program works with regarding the IPE wanting the Counseling Program to involve its students. It is optional. She sent JW materials to put up on a blackboard or for one of the 1<sup>st</sup> year professors to distribute the materials to their students. It is voluntary and they will be engaging with students from Medical School, Nursing, Social Work, etc. Some of the IPE activities are really valuable for the Counseling Students.
  - Create a folder in Sharepoint and upload the materials and so everyone has access in case they need it.
- **The AY2023 Student Handbook was published**
  - Links of videos on “How to” complete the POS, Handbook Agreement and Student Information forms in TK20 were included in the handbook.

- **Counseling Program Website Change** – Admissions Statement of Purpose prompt was changed on the Counseling website. Also added Supplemental Essay for applicants with less than 3.0 GPA.
  - This was communicated to Gillian Homsted as the Graduate Program Liaison, and so the Admissions Application Portal prompt must be changed as well.
  
- **TK20** - will be handled by CWP until the Dean's Office hires the Academic Affairs Coordinator.
  - CNSLs 389, 363 and 375 (depends on the instructor) will all use TK20 to complete forms.
  - Advising forms are in TK20 such as the POS, and Petition to Modify form.
  - Handbook Agreement and Student Information forms are in TK20.
  - Internship Application Form will be discontinued and removed from TK20 and as one of the Program required forms.
  - \*Ash will make completing the Handbook Agreement and Student Information forms as an assignment in CNSL 350 that will be due on Wednesday, September 6<sup>th</sup>.
  
- **VT Tree Grant** – PI is Dr. Christine Velez from Social Work. The primary intent was to attract students from underrepresented groups and simply students of color. Students who have more attaching gender and provide them funding (\$10,000) to attend graduate schools.
  - Vermont Tree is specific not only to increasing the diversity of the workforce, but also increasing the capacity of the workforce to address trauma. And so, the students who get the money are required to take a certain number of courses specific to trauma and so they take them within the DOE and there's a series of courses related to trauma that the students are required to take. Having said that, only the students who are in the program can take it, but many of our students elect to take one of those because it's not restricted to those students.
  - For electives, Counseling students don't have to just take the counselling electives, they can take courses outside the Program. This gets a little murky and would like to discuss more about this. How do we need to amend our program, study our curriculum program and why? What are we missing? For example, there's only one CACREP standard on psychopharmacology. Do we need an entire three credit course on psychopharmacology? If there's only ones that are right but crisis and trauma.
  - LS proposed to have a mandatory 1 credit course on the books, interdisciplinary school counseling because they need to have trauma informed practices in schools. And thinking about how to integrate that in. This is a longer discussion and beyond the scope of this meeting. LS' 10 year goals is to have some outreach programs that are set up related degree from bereavement (a course), so this could be an opportunity for service.

- **New Student Orientation/Overview of Program - MS Teams**

- Thursday, August 25<sup>th</sup> from 8:30am-11:30am – planning/preparation discussion
- Looked at last year's faculty agenda.
- JO, Vice Provost for Faculty Affairs and part-time Program faculty is attending the 1<sup>st</sup> half hour of the Orientation.
- CWP will send out the student agenda and information about resources to new students before the orientation, as well as the Student Handbook AY2022-2023.

\*Faculty discussed the orientation set-up and who's doing what\*

- Faculty will introduce themselves and give the students the opportunity to introduce themselves as well, which program they are in, and where they are from/general introduction.
- Will send the link ahead of time where they can change their preferred names and pronouns and to be inclusive.
- NT would be happy to do community building or ice breaker.
- AJ can do the gatekeeping under Policy 7.C Professionalism: Confidentiality, feedback, critical consciousness.
- LS will do the Disclosure policy in syllabus about relationship with classmates and helpees.

- CWP will talk about the Student Handbook and the resources information.

\* Will have break out rooms – 5-6 groups

- **Internship Supervisor Orientation - Friday, August 26<sup>th</sup> from 12-2pm Via MS Teams**

\*Planning discussion on the Orientation set-up and who's doing what - looked at the faculty agenda from last year in Sharepoint\*

- Will do the same from last year.

- There are 18 site supervisors who RSVPed to attend the orientation plus students.

- Will discuss competency checklist thoroughly with site supervisors. Will review them and explained how to complete items in TK20.

- LS needs at least sometime (20 minutes for the evaluation process and paperwork) during the orientation to go over what KPI is and how to complete it. Will do some very basic explanation on the KPI rating scale (5 point) to buy some time to think about what to do. Train the site supervisors to do this well and to maintain that work with site supervisors. There are so many new site supervisors that come aboard every year.

- Explaining KPIs and how to do/fill it should also be a part of the site visits with the site supervisors during internship.

- Will record it

- Internship Handbook and site supervisors/interns' agenda/materials will be sent out on Thursday.

- Will invite ZK (one of internship instructors) to attend the orientation.

- Will do 5 breakout rooms for 15 minutes.

a. LS will facilitate School Site supervisors

b. NT will facilitate CMHC site supervisors

c. 2 CMHC students' groups - JW and AP)

d. AJ will facilitate SC students

### ***BREAK***

- **Other Internship Issues**

- Internship Handbook – *Internship Application form* was removed from Internship Competency Checklist Forms and the Internship Handbook/Manual.

- a. Links of “How To” videos (Hour Log, how to approve Hour Log by site supervisors, how to review Hour Log by faculty) on how to complete forms in TK20 will be added in the handbook.

- JW usually spend a chunk of her 1<sup>st</sup> class's time going through TK20 with her students.

- **Student Related Internship Issues**

- MS, a part-time student who finished all her other classes, has no internship site yet. She works full-time at UVM and not flexible with her schedule and site's location. She only wants a site in Chittenden County, but sites were all taken. She probably needs a semester off.

- JW sat with MS many times to problem-solve it and communicated clearly that sometimes students may need to find a site outside Chittenden County because Chittenden County sites are very competitive.

- **PD – JW hasn't gotten back to the person (Christina Reynolds) who wanted to do Trauma.**

- Per CACREP standard, the Program needs to offer PDs to the Internship Site Supervisors. Last year, we offered 2 PDs (One was SC focused, and the other one was broader) and also opened it to students and faculty.

- Would like to discuss further next time and talk about ideas.

- **Spring Schedule and Adjunct Needs – Due on September 2<sup>nd</sup> for CWP to upload SOC in Banner**

- Number of Practicum & Internship Sections Needed: *5 sections of practicum and 3 sections of*

### *internship*

- a. NT wants to teach a section of Practicum
- b. NT will teach CNSL 361 (Time is okay). Can tweak the syllabus to some degree
- c. LS would like to teach a section of Practicum, a section on Internship.
- d. CNSL 381 – will reach out to Tia.
- e. CNSL 376 – will ask Susanne Schmidt to teach it.
- f. CNSL 101/HDF101 – will ask Jessica McCloud.
- g. CNSL 341/345 – will ask Michelle Fane to teach it again.
- h. CNSL 342/352 – will reach out to Miriam Stoll.
- i. CNSL 377 – AJ will teach it.
- j. CNSL 389A – JW will teach it (Wednesday morning)
- k. CNSL 389B – JW will contact Zachary Key and Fiona Griffin – JW has to wait for evals.
- l. CNSL 389C – LS will teach it.
- m. CNSL 340 – LS will reach out to Devon Voake – Deb shared their eval last year, and would be okay if the Program rehires Devon.
- n. CNSL 363 – JW, LS, NT, MN. Will reach out to Fiona or Zachary and Mark Nash (can teach on Thursday's morning).
- o. CNSL 101/HDF 101 – will ask Jessica McCloud.
- p. Olivia Sanders would like to have a break from teaching.
  - Number of PT faculty needed
  - Scheduling times
  - Support Needed

### ***LUNCH BREAK***

#### • **ADVISING**

- Process – List of special topics courses are being sent on October by the SC Program Coordinator to SC and DO students before registration starts every semester. The special topics courses are usually education-oriented and special education classes in the DOE and are handpicked. Because school counselors need to know how to develop lesson plans in units and there's classified restorative practices, antiracist approach to pedagogy, etc. The other options are classes in the EDLP and COI and students can take them in Summer to fulfill their 9 credits special topics requirements. There is no room in the fall or spring for them to fit in their schedule.
- TK20 (Crispina) – shared TK20 screen and walk faculty through with where to find/locate forms in TK20 such as the POS, POS Planning sheet, Student handbook agreement form, etc.
  - The current structure of the POS in TK20 is confusing. The faculty agreed to move the signature box under “Transition Points” and should say *“I'm aware that these are the courses I need to graduate, and if it's my responsibility to take these courses in order to graduate, and I acknowledge by signing this form by checking the box”*.
  - TK 20 pulls out information directly from Banner and updates usually take 48 hours.
  - For dual program student, it shows in TK20 as School Counseling and CMHC student.
- Peer Mentoring – JW will meet with GTA AP to discuss how to do this.
- JB, an incoming 1<sup>st</sup> year student, would like to change her program to DO from SC. – faculty agreed that she can change her program without completing a Change of Program Form since classes haven't started yet.
- Advising structure – 1st year individual meetings. Meet at the beginning, meet later October or November and Spring. For the 2nd year, meet in group.

#### • **Lab/Practicum/Internship**

- Overview

- TK20 – use in lab, practicum, internships
  - Upload documents as well as Student Information and Handbook Agreement form.
  - Auditing student courses – who’s tracking?
  - Faculty suggested to make completion of student information and Handbook agreement forms as a homework in CNSL 350, September 6th.
  - POS will be completed when students meeting their advisors
  - AG can help with this setting up lab.
  - JW can meet with AJ and NT separately about lab and internship
- Scheduling Student Overview Meetings
- **Program Budget**
  - Meet and greet last year \$500, gift cards, and PD. Will ask for similar amount this year.
  - will ask for furniture/seats/tables included in the budgets - \$1000
  - will ask for PDs fund
- **TAs**
  - The CHDF is given 3 TAs. AP, JR and AM.
  - AM will work with Jaz Routon.
  - JA will work with Camelia Maianu
  - AP will help LS with the searches for 5 hours per week, will help the support staff for 5 hours per week, and JW with the Internship/Practicum and Programs’ tasks for 10 hours per week – for a total of 20 hours/week.
- **Scheduling Meetings**
  - ***Initial Peer Mentoring/PT Faculty Welcome***
    - The Program started Peer Mentoring last year and would like to continue doing it.
    - Will discuss later or send by email
  - ***Meet and greet*** – scheduled Tuesday, September 20<sup>th</sup> from 11:30am-1pm.
  - Faculty Meetings (Core and PT): PT 1x/mo? – Every other week starting September 8<sup>th</sup>.
  - PhD Meetings – will discuss on the next meeting
  - Search Meetings – Lance will circle back about this
  - Student Prac and Internship
  - PT Faculty
  - Student Meetings: 1x/month? (brown bag?)
- Check out/Process

ITEMS FOR SEPT 1<sup>st</sup> MEETING (11:30am-1pm)

- Needs of New Faculty
- CACREP/Review of Assessment Tools
- Revisiting Admissions Process
- Curriculum Review Process
- Portfolio/Orals Process
- Student Issues
- Other?
- ***Meeting adjourned at 1pm.***