The meeting was called to order at 3:38 pm.

1. Welcome and Introductions (Annie Racicot, Chair)

2. Approval of minutes from 12-11-13

It was motioned and seconded that the PEAB approve the December 11, 2013 meeting minutes. They were unanimously approved.

3. Announcements from PEAB Members

Annie mentioned that Sarah Rowan is offering an “Immersion” Spanish language program in July. The program will be for teachers, students and community members, with clock hours available. Information will be coming soon. Annie is also writing a grant to offer scholarships.

4. Updates from Woodring (Karen Dade). Lucy and Diana are enjoying serving on the Woodring “Equity and Diversity Committee.”

5. Program Announcements (Diana Gruman)

a. Status of Current Residency Certificate Students

One of our six first year counselors has left the program. Conditions were not right for the student to succeed. Because many of our students struggle with the research classes, we will be focusing on doing a better job of “screening” applicants for prerequisites prior to offering admission. One of the second year student will be taking a leave of absence and hopes to continue the program in the Fall. Diana noted that this is very unusual as we typically have a 100% retention rate.

b. Status of the Current Professional Certificate Students & Changes to Pro Cert Program 2014—Response to PESB change (see document from PESB)

We currently have 12 students moving through the Pro Cert Program (two who started in the summer of 2012 and ten who started in the summer of 2013). Donna spoke about the recent Pro Cert meeting on February 1st with the current cohort to clarify questions at the state level. The Saturday meeting offered a chance for nine of the twelve Pro Cert students to reconvene and refocus. The Pro Cert process was
clarified and support was offered. Diana shared a letter written to the Professional Educator Standards Board (PESB) from Washington Administrator and ESA School Counselor Pro Cert Providers. The letter expressed appreciation to the board for discontinuing the Pro Cert panels and moving to an “action research” culminating project. Diana also shared the proposed WAC amendments which reflect these changes and clarify the Pro Cert program requirements.

**c. Upcoming Admissions Process and Interviews**

Chris Owings, a recently retired SC, will help Lucy/Diana with interviews of incoming candidates in March. Applications for the School Counseling graduate program were due February 1st for Fall 2014. Typically out of a pool of 25 applicants, 12-18 applicants are invited to campus to interview, after which six applicants are offered admission with several alternates.

**d. The Evidence-Based SC Conference—Cincinnati—January 13-14**

Lucy reported about the EBSC conference and said that it was a good opportunity to connect with leading researchers in the field. Toby and Diana presented their research entitled “Using Data to Identify Student Mental Health Concerns.” Toby mentioned the large amount of “text book” authors there and he enjoyed the networking experience. It was noted that almost every presentation presented data. Lucy and Diana enjoyed a board meeting which included many leaders in the field which they found extremely rewarding. Discussion followed about the effective way Mount Baker and Lynden school districts are using a digital way to track students and meet their needs. The program is called “Data Warehouse.” Toby mentioned that the technology is very cutting edge and he was enthusiastic about finding investors for the program.

**e. WSCA Conference, Seattle—February 28-March 1**

All second year counselors will be going to this upcoming conference.

6. **Discussion of Program Standard V—Professional Level Knowledge & Skills**

**a. How is the program supporting candidate development?**

Diana discussed the process that Pro Cert candidates go through to develop their Professional Growth Plan and the timeline for completing the certification (see handout). For the current cohort a two-credit “Core” in the winter quarter was added to support student development and keep them on track.

**b. How do Pro Cert students demonstrate they are meeting standards?**

Diana shared the six State standards that each candidate must address through a portfolio of materials (reflective essays and evidence from practice) and provided some sample documents from candidates who completed last summer. Rubrics and evaluator comments were also shared and the Board asked questions about the differences between “exemplary” and “met” ratings. Toby spoke about a colleague who was in the process of completing her Pro Certification. The discussion turned to the need to (re)train Pro Cert candidates on data collection and analysis. The final project and presentation gives the candidates a chance to showcase how they are meeting standards and collaborating with stakeholders. All PEAB members will be invited to attend the presentation day on Tuesday, July 8th this summer.

7. **Plan for Advisory Board Interview with Students—April 15th Meeting**

Annie spoke to the issue of changing the questions for the interview (see yellow sheet: 2013 Advisory Board Questions for Student Interviews) Toby posed the question: “Students are “trying” to impact student learning but how are they actually impacting student learning?” Toby suggested having two or three students share their data projects at the beginning of the student interviews. Patti suggested doing a better job “policing” the time spent during the interview process. A suggestion was made that students do not need to comment on every class. Lucy suggested having students write down their thoughts to turn in so that time isn’t a problem. Lucy wondered, “Would a student feel like they couldn’t share because of
peer pressure?” Diana suggested leaving more space on the interview questions for notes. Toby suggested being more specific such as, “Identify two curricular strengths and two weaknesses.” Diana will rewrite the interview questions to reflect suggestions given.

8. New Business

9. Meeting Assessment: Were you satisfied with the amount of actionable data (relevant, timely, and important) that was provided by the program at this meeting?

All seven voting members present at today’s meeting rated a “5” on satisfaction of data reviewed.

Next Meetings:
Tuesday, April 15th from 3:00-5:00 pm  (Student Exit Interviews)
Tuesday, May 13th from 3:30-5:00 pm  (Review Interview Results and Make Program Recommendations)

Items to be distributed at meeting:

- Minutes from 12-11-13
- Draft letter from Pro Cert Directors to the PESB on WAC change
- 2013 Advisory Board Questions for Student Interviews

Meeting Adjourned: 5:03

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Topic</th>
<th>Board Discussion &amp; Recommendation(s)</th>
<th>Formal Y/N?</th>
<th>Requested Program Response &amp; Time-Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESIDENCY: 12/11/13 2/4/14</td>
<td>Exit Interview—Intern evidence of impact on student learning.</td>
<td>The Board requests that students bring artifacts/examples to the April Exit Interview. This was discussed and Diana will arrange for student to be prepared.</td>
<td>N</td>
<td>The Board will discuss the results at the May meeting to determine if this satisfied their need for evidence on impact on student learning</td>
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<tr>
<td>PRO CERT: Date</td>
<td>None</td>
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