Professional Education Advisory Board
For School Counseling
Western Washington University

Meeting Date: May 13, 2014
Time: 3:30 - 5:00 pm
Place: AIC 433

Members Present: Steve Morse, Kris Skewis, Patti Hoelzle, Annie Racicot, Diana Gruman, Erin Shaffer, Toby Marston

Members Absent:
Ex-Officio Members Present: Cindy Savage, Lucy Lewis
Ex-Officio Members Absent: Karen Dade

The meeting was called to order at 3:39 pm.

1. Welcome (Annie Racicot, PEAB Chair)

2. Approval of minutes from 04-15-14
It was motioned and seconded that the PEAB approve the April 15, 2014 meeting minutes. They were unanimously approved.

3. Announcements from PEAB Members
   a. Items from Board Members
   Steve mentioned there are six openings for school counselors in the Bellingham School District. There is an opening at the alternative high school in Ferndale. Annie mentioned that she and Sarah Rowan will teach an Spanish immersion program for a week in July on site in Mount Vernon. The plan is to volunteer with migrant students in the morning and offer intensive language instruction in the afternoon. More information will be coming. The program can accommodate 25-30 faculty and staff.

   b. Updates from Woodring (Karen Dade)
   Diana spoke with Karen Dade recently. Karen said that Woodring is discussing the process of moving from NCATE to the new accreditation process called CAPE. We will learn more next year as decisions are made as to the direction Woodring takes.

   c. Admissions, Graduation & Employment Data
   All graduates passed their comp exams. Program faculty is considering moving comps earlier in the spring quarter. Four of the five counselors have been offered jobs recently!

   d. CACREP Reaccreditation Time-Line & Accomplishments
   Our “self study” is due July 1st. Rob Bedi will be creating this on Adobe as an electronic document.
e. Principal Representative Update
We will be finding a principal to join PEAB in the fall. Annie has made some contacts and we will report when the appointment is made.

4. Review of Student Interview Notes from April 15, 2014

ACADEMICS: Discussion focused on the fact that the school counselors have a unique skill set and validating the school counseling focus within all of the core classes is important. School counseling faculty can help with this validation. Discussion continued focusing on the variance of academic workloads each quarter. Winter quarter was especially heavy. Lucy mentioned that she will be modifying her requirements next year in response to student feedback. The research methods class can be overwhelming for some students without previous background in stats. Annie spoke to the fact that help from professors is available for students who are struggling.

PRACTICUM: Krista shared some ideas students could use in their “tool kit” for teaching ideas. Diana mentioned that PEAB members could share their learning and have a panel discussion about their teaching ideas. Patti talked about access to videos of classroom lessons. Diana suggested a small group get together in the fall to discuss how our students can use the video lessons as part of their learning. The Board recommended that a sub-committee be formed and Krista, Patti, and Annie volunteered to help.

INTERNSHIP PLACEMENT: Questions came up about intern candidates visiting schools as they prepare to be placed in internship. Patti suggested they do an extended job shadow with the supervisor before placements are made rather than simply having an interview. Diana said that she would require this in the future. The Board made a recommendation to this effect.

K-12 EXPERIENCE IN INTERNSHIP: Students report that they want more experience at different levels. Toby suggested the possibility of “team teaching” when a counselor goes to visit another school/with their peer. Diana suggested that during internship orientation (coming up) have each student make a plan on when they will do during their site visits—the earlier the better. Annie suggested the idea of mock interviews at all levels which could be helpful for students. Field trips to other schools as a cohort may also be beneficial.

5. Program Updates (Diana Gruman)

a. Pro Cert Program 2014-15—Culminating Presentations
Diana invited all PEAB members to attend the Wednesday, July 9th Pro Cert presentations and several members were enthusiastic about attending. These presentations will replace the PESB-Sponsored panels and are scheduled in the Counseling Clinic: 11:00-11:45; 12:30-1:15; 1:15-2:00; 2:00-2:45; 2:45-3:30. There will also be an Ending Celebration/ Reception: 3:30-4:30

b. Residency Program—Updates in Admissions Process & Internship Manual
Admissions: Diana shared a handout showing updates to the School Counseling
Program Questionnaire for prospective students. To better assess multicultural experience, a new question was added: “What do you consider to be the current role of the school counselor to promote equity and access for all students?” A professional resume will also be required outlining, “work and volunteer experiences relevant to the role of the school counselor.” Lastly, students are encouraged to attach “any additional information to provide evidence that you will be a successful student and counseling trainee, including papers, conference presentations or other written materials.” The handout also included changes in specific wording of school counseling requirements so as to better align with CACREP standards.

Manual: Copies of the 2014-15 Internship Manual were distributed. CACREP standards for internship were identified and assessment strategies discussed. Several new and revised internship evaluation forms were reviewed. Several of these forms will now be available electronically.

6. **Review of Standard V. Residency Program Standards**
The Board reviewed the 2012 Residency Standards. Diana shared how 2nd year students engage in a self-assessment of these standards in the fall of their 2nd year to provide information to the Program about gaps in knowledge and skills. These gaps can then be addressed during internship class in winter and spring quarters. The students and supervisors then complete the assessment in May as a summative assessment.

7. **PEAB-Program Recommendations for 2014-15**
See below for the current recommendations issued by the Board through this meeting.

8. **New Business**
No new business.

9. **Recognition of PEAB Service**
PEAB members were given certificates for their participation on the board this year.

10. **Proposed Meeting Dates for 2014-2015**

    Tuesday, October 14th
    Tuesday, February 10th

    April ___ Interview with Students. (Possible Meeting with CACREP visitors)
    May ___  Final Meeting. (Possible meeting with CACREP visitors)

11. **Data Satisfaction Survey & Adjourn**
*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.

*Items distributed at meeting:*
- Minutes from 04-15-14
- Notes from 04-15-14 (Student Interviews)*
Meeting Adjourned: 5:00

2014-15 Board Recommendations:

<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>
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</thead>
<tbody>
<tr>
<td>RESIDENCY: 5/13/14</td>
<td>SC and Classroom Management Experience</td>
<td>The recent Exit Interview continued the trend of students reporting that they would like to have more exposure to models and practices of classroom management. Given the increasing role of the SC in classroom guidance, this is a clear concern. The PEAB recommends more course content and experiential learning be added related to classroom teaching and management.</td>
<td>Y</td>
<td>Several Board members (Annie, Patti and Krista) volunteered to serve on a committee to formulate a series of lessons for the Internship class. This committee will meet in the fall with Diana to help her increase teaching and classroom management content for the 2nd year students during the fall and winter quarters of 2014-15.</td>
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<td>PRO CERT: 5/13/2014</td>
<td>Evidence of impact on student learning.</td>
<td>Board members reviewed documents on current candidates’ impact on student learning but they would like to monitor the new format for the final Pro Cert presentations (now that the Panels are dropped.)</td>
<td>Y</td>
<td>Board members will receive an invitation to attend the July 9th WWU Pro Cert completer presentations from 11:00 to 3:30 with a reception at 3:45. We will discuss Board impressions at the fall meeting in October.</td>
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<td>RESIDENCY</td>
<td>Internship Placement Process</td>
<td>Based on student input on the exit survey and board member experience as internship supervisors, the Board recommended that interns do a longer job shadowing experience with internship sites prior to final placement decisions.</td>
<td>Y</td>
<td>Diana will build longer site visits into the placement process during winter quarter of 2015.</td>
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