Professional Education Advisory Board  
For School Counseling  
Western Washington University

Meeting Date: February 10, 2015  
Time: 3:30 - 5:00 pm  
Place: AIC 433

Members Present: Steve Morse, Kris Skewis, Annie Racicot, Diana Gruman, Erin Shaffer, Toby Marston  
Members Absent: Janae Hodge, Patti Hoelzle  
Ex-Officio Members Present: Cindy Savage, Lucy Lewis, Karen Dade

The meeting was called to order at 3:35 pm.

1. Welcome (Annie Racicot, PEAB Chair)

2. Approval of minutes from 10-14-14
   It was motioned and seconded that the PEAB approve the October 14, 2014 meeting minutes. The minutes were unanimously approved.

3. Announcements from PEAB Members
   Annie talked about the upcoming “Community Family Night” at Shuksan Middle School, February 25th from 5:30 – 8:30 PM. In its fourth year, and utilizing over 80 volunteers, this Family Night offers dinner, dodgeball, a resource fair, workshops and more. All PEAB members are invited.

4. Program Announcements
   a. Status of Practicum and Internship
      The Counseling Training Clinic began taking clients in January and the first year counselors have been seeing clients. We have quite a few child/adolescent clients and the Job Corps partnership is continuing with 4 JC clients. First year counselors hope to have matches for their internship placement by April 1st. The 2nd year students are beginning to put their resumes together as they start their job searches.
   b. Admissions Update
      Diana mentioned that this year’s candidate pool proves to be a very qualified group. Campus interviews will be held March 6th and 9th in addition to several scheduled phone interviews with out of state candidates.
   c. WSCA conference (Feb 26-27) and EBSC conference (March 26-27)
      Annie, Lucy and Kalie Dotson (second year student) are presenting at the Washington School Counselor Association conference in Seattle. Lucy and Diana are also presenting at the Evidence-Based School Counseling conference in Cincinnati. Toby will be presenting a pre-conference workshop on “Mental Health in Schools” at the WSCA conference this summer in Arizona.
   d. Program response to national College/Career Readiness initiatives
      Diana attended the San Diego White House Convening in November and shared a video featuring
Michelle Obama who spoke about improving school counseling preparation, programs and practices with the goal to improve college access to all students. Discussion ensued about the Reach Higher initiative which is Michelle Obama’s effort to encourage American students to complete their education past high school. Diana mentioned that our counseling programs does not have room to offer a stand-alone college readiness class but we are doing a good job of infusing the content into the winter quarter “Career Counseling” class. It was noted that WWU is trying to provide more exposure to work with first-generation college bound students. “Summer Melt” was discussed (the time between high school and college) and how studies have shown that reminder texts at points during the summer helped kids reach college deadlines.

5. Updates from Woodring (Karen Dade)  
Certification news (Dana Edward, Director of Certification & Accreditation)  
Karen shared that it took over a year to decide on choosing CAEP (Council for the Accreditation of Educator Preparation). CAEP involves self-studies, examines diversity and how to better prepare our students as teachers, how to measure outcomes, etc. Teams are planning to attend the CAEP conferences in Denver this April. Dana Edwards, Director of Certification & Accreditation, will be speaking about how CAEP will impact school counseling. (Dana was unable to attend today’s meeting.)

6. Outcome of Teaching and Classroom Management subcommittee  
Diana worked with PEAB members Patti and Krista to plan content on teaching and classroom management. Diana implemented two additional lessons in the late fall (one specifically focused on Common Core State Standards). Lucy has added a major teaching project for the “Role of the SC” course: WWU students are collaborating on a parent workshop which they will jointly deliver for the Shuksan Family Night.

7. CACREP Addendum and Upcoming Visit (May 3-5)  
The CACREP review committee responded to our submitted self-study and asked for additional clarification on just a few items. Rob Bedi, our faculty member in charge of the CACREP visit, is drafting an addendum response in advance of the early May visit. We are excited to have the team visit us and learn about our program, alumni accomplishments, and curricular features. The CACREP team will want to have a short visit with the PEAB—we are looking at Monday, May 4th.

8. Plan for Advisory Board Interview with Students – April Meeting  
The 2014 Advisory Board-Student Interview questions were reviewed by members. It was decided that the questions were well written and should remain unchanged for 2015. The question arose, “Would you be an intern supervisor again?” and the response from the school counselor PEAB members was very positive. Discussion continued on ways to acknowledge supervisors for their efforts. One suggestion was to allow internship supervisors access to WWU’s electronic library to access journal articles. The importance of peer and public recognition was stressed with suggestions to offer clock hours, certificates, write ups in newsletters etc.

9. New Business  
No new business.

Proposed Next Meetings: 
Monday, May 4th from 3:00 – 5 pm  2nd Year Student Interviews & Visit with CACREP  
Late May—to be scheduled  Review Interview Results, Make Program Recommendations
10. 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 six voting members present at today’s meeting rated a “5” on satisfaction of data reviewed.

**Items distributed at meeting:**
- Minutes from 10-14-14 (sent via email)
- 2014 Advisory Board Questions for Student Interviews (sent via email)
- CACREP Addendum document

**Meeting Adjourned: 5:10**

**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>
</tr>
</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. Diana reported on the additions to the curriculum. The PEAB will find out how these additions were received in the Exit Interview and Graduation Survey.</td>
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<td>Update 2/10/15</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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