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| **Minutes / Action Items – *PsyD Administration Committee Meeting*** |
| **MEETING** | ***PSY.D. ADMINISTRATION COMMITTEE MEETING MINUTES***  |
| **CHAIR** | Jacqueline Carter  |
| **DATE** | October 18, 2017 |
| **MEMBERS** | J. Carter, O. Heath, B. Whelan, B. Cater, S. Smith, J. Gosselin, K. Dalton, Jonah Nadler (Student Rep) |
| **PARTICIPANTS** | **Attendees:** J. Carter , J. Gosselin, K. Dalton, B. Cater, J. Nadler, O. Heath |
| **REGRETS** | B. Whalen, S. Smith |
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| **AGENDA** | **ITEM** | **DISCUSSION** | **ACTION** |
| MEETING START  | * Call to order
 | * Call to Order 1:30
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| **#1 REVIEW / APPROVAL OF MINUTES** | * Review / Approval of Minutes from previous meeting
 | * Minutes approved
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| **#2 AGENDA** | * Agenda approval
 | * Agenda approved
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| **#3 STANDING ITEMS** | * Student Issues
 | * The students had some questions about the format and expectations related to their upcoming meeting with the CPA site visitors. The committee provided more info on this topic and referred the students to the ‘information sheets’ prepared by the program to help students better understand what the meeting will look like.
* Jonah also confirmed that he has received feedback from students regarding what they would like from the upcoming self-care workshop.
* Jonah informed the committee about the PsyD program having a Facebook page that was previously ran by a past student of the program. The committee suggested that Jonah contact Sheila Garland to see if she can take over its administration, given that she runs the Department’s Facebook page already.
 | **Jonah to contact Sheila about program FB page.** |
| * Faculty Hiring Update
 | * No updates
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| * Admissions
 | * No updates
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| * Faculty/Teaching Issues
 | * Lisa Moores is the new teacher for the Community Psychology course.
* Beth Whalen has offered to run the rural practicum course.
* Julie will meet with Nick/Emily Case in a couple of weeks to start planning for the spring child assessment practicum.
 | **Julie to meet with Nick/Emily Case in the next two weeks to plan for Spring child assessment practicum in 2018.** |
| * Supervisor/Thesis Issues
 | * Adam Stacey has deposited his thesis.
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| * Comprehensive Exams
 | * No updates
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| * Accreditation
 | * Schedule was communicated and discussed with committee members.
* Cheat sheets have and will be disseminated to all those involved in meeting with the CPA site visitors.
* CPA Accreditation Site Visit is one week from today!!
 | **Katera to send information sheets to all involved with meeting with the CPA site visitors.** |
| * Practicum/Externship Issues
 | * Students are required by APPIC to have min 300 direct contact hours before applying to internship. PsyD students here have 2/3 of those required hours met by the time internship applications are due. The remainder (1/3 of the hours) are not set to be completed until after the applications are due.
* Most internship sites require closer to 400 direct contact hours at the time of application, while some even require upwards of 600 hours.
* Meeting to be arranged between committee members and practicum supervisors to discuss a solution to this.
 | **Julie to contact Stacy about APNL reaching out to membership in St. John’s who might want to have a student shadow their work.****A meeting will be scheduled after the CPA site visit to explore ideas to help increase the direct contact hours.** |
| * Internship Issues
 | * No updates
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| * Eastern Health
 | * In the process of rearranging their staff and student placements due to upcoming maternity leaves.
* Should have more information about winter placements at the end of next month.
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| * APNL
 | * No updates
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| * Phia
 | * No updates
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|  | * SWCC
 | * Renovations still on-going.
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|  | * IPE
 | * No updates
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|  | * Website
 | * No updates
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| **#4 NEW BUSINESS** |  |  |  |
| **#5****ADJOURNMENT** | Adjournment* Next Meeting
 | * Meeting adjourned at 3:00 PM
* Next meeting on November 1, 2017 at 1:30PM
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| MINUTES | Katera Dalton |  |