Minutes / Action Items – *PsyD Administration Committee Meeting*

**MEETING**  
**PSY.D. ADMINISTRATION COMMITTEE MEETING MINUTES**

**CHAIR**  
Jacqueline Carter

**DATE**  
March 8, 2017

**MEMBERS**  
J. Carter, O. Heath, B. Whelan, B. Cater, S. Pardy, C. Anderson, J. Gosselin, A. Renouf (Student Rep)

**PARTICIPANTS**  
Attendees: J. Carter, J. Gosselin, O. Heath, B. Cater, S. Pardy, A. Renouf

**REGRETS**  
B. Whelan, C. Anderson

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| **MEETING START** | • Call to order | • Call to Order 1:34  
• Quorum was in Attendance | |
| #1 REVIEW / APPROVAL OF MINUTES | • Review / Approval of Minutes from previous meeting | | |
| #2 AGENDA | • Agenda Approval | • Agenda was approved | |
| #3 STANDING ITEMS | • Student Issues | • Informed of potential change to the Comps committee. In addition, students would like clarification regarding what will be expected in their report regarding theoretical orientation, diagnostic considerations and treatment planning.  
• Students also would like to know about Spring practicum placement options. | Julie to follow-up with Kellie to confirm.  
Students will receive information regarding the Year 1 Spring practicum next week, and the Year 2 practicum after the next Psy.D. meeting. |
<p>| | • Faculty Hiring Update | • No updates | |
| | • Admissions | • Fourteen applicants were interviewed. An initial list of 6 were identified to be made offers, with a waitlist of 3 other applicants. Offers will start to be sent out later this week. | Jacqui and Christa to coordinate sending ‘unofficial’ offers to selected students. |
| | • Faculty/Teaching Issues | • Jacqui has started to work on teaching assignments for next year. It is the program’s understanding that SWCC has a commitment of 4 courses to contribute as part of their partnership with the program, which will be important given upcoming maternal leaves and sabbaticals, as well as a return to having three full cohorts at a time in the program. | Jacqui to follow-up with Ian for him to confirm SWCC teaching commitment next year. |
| | • Supervisor/Thesis Issues | • One student (Katie Stabb) successfully defended her thesis last week. Another student will be defending later this month and a third one has submitted their thesis. | |</p>
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<td>Comprehensive Exams</td>
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| Accreditation                          | • The self-study was sent out to I. Nicholson for comments. Awaiting feedback.  
• Student and Grad surveys were launched last week. Participation has been good. A reminder will be sent out by the PsyD student rep before the weekend.  
• Finalization of tables and receipt of 2-page CVs and appendices remain.  
• The next priority is to finish updating the website.                                           | Jacqui to follow up with delinquent supervisors on campus and to coordinate with Bev for those at EH. |
| Practicum/Externship Issues            | • Spring practicum for Year 1 has been confirmed for 6 placements with the Schoolboard. Dr. Emily Case will coordinate.  
• Spring practicum for Year 2 has been confirmed for 5 placements at EH. One additional placement is still under consideration at SWCC.  
• Fall practicum placements: Bev would like to know how many will be required at EH. She also recommended that the EH residents only supervise students in Winter 2018.  
• Practicum orientation ppt was reviewed and suggestions were provided to finalize. The potential of creating a webinar presentation to orient supervisors to the use of our eval form was discussed.  
• Bev has met with all the first years to provide them orientation about EH.                   | Julie to meet with Dr. Case and Nick later this week.  
Olga will confirm this possibility by the next PsyD meeting and once SWCC training committee has been consulted.  
Olga will also consult with the SWCC training committee to confirm potential placements next year for our students.  
Julie to follow up with Bev to organize this webinar for early next Fall.                       |
| Internship Issues                      | • No updates                                                                                                                                                                                          |                                                                      |
| Eastern Health                         | • No updates                                                                                                                                                                                          |                                                                      |
| APNL                                   | • Susan reported that they are still looking for a new representative to join the PsyD admin committee, given that Susan also serves on the APNL                                                                 |                                                                      |
executive. Until that happens, Susan has confirmed that she will stay on as APNL rep on the PsyD admin committee.

- Phia • No updates
- SWCC • No updates
- IPE • No updates
- Website • No updates

**#4 NEW BUSINESS**

- Julie proposed the idea of creating a yearly newsletter for the program. Julie to follow up with Alysha and PsyD faculty to create a newsletter committee.

**#5 ADJOURNMENT**

- Adjournment
- Next Meeting • Meeting adjourned at 3:00 PM
- Next meeting on March 22, 2017 at 1:30PM

**MINUTES**

| J. Gosselin/DCT |