

## Minutes / Action Items – PsyD Administration Committee Meeting

<b>MEETING</b>	<b>PSY.D. ADMINISTRATION COMMITTEE MEETING MINUTES</b>
<b>CHAIR</b>	Jacqueline Carter
<b>DATE</b>	February 8 <sup>th</sup> , 2017
<b>MEMBERS</b>	J. Carter, O. Heath, B. Whelan, B. Cater, S. Pardy, C. Anderson, J. Gosselin, A. Renouf (Student Rep)
<b>PARTICIPANTS</b>	<b>Attendees:</b> J. Carter, J. Gosselin, C. Anderson, O. Heath, B. Cater, S. Pardy, A. Renouf
<b>REGRETS</b>	B. Whelan

AGENDA	ITEM	DISCUSSION	ACTION
MEETING START	<ul style="list-style-type: none"> <li>Call to order</li> </ul>	<ul style="list-style-type: none"> <li>Call to Order 1:40</li> <li>Quorum was in Attendance</li> </ul>	
<b>#1 REVIEW / APPROVAL OF MINUTES</b>	<ul style="list-style-type: none"> <li>Review / Approval of Minutes from previous meeting</li> </ul>	<ul style="list-style-type: none"> <li>Minutes from Jan 25<sup>th</sup> were approved</li> </ul>	
<b>#2 AGENDA</b>	<ul style="list-style-type: none"> <li>Agenda Approval</li> </ul>	<ul style="list-style-type: none"> <li>Agenda was approved</li> </ul>	
<b>#3 STANDING ITEMS</b>	<ul style="list-style-type: none"> <li>Student Issues</li> </ul>	<ul style="list-style-type: none"> <li>Students wondering about upcoming practica.</li> <li>Five definite placements at Eastern Health. Olga probed for SWCC but not a lot of assessment is offered at SWCC. May be possible to split a position between SWCC and EH</li> <li>Bev meeting with first years on March 1<sup>st</sup> at Clinic for short orientation</li> </ul>	<b>Olga and Bev will follow up with committee on last position</b>
	<ul style="list-style-type: none"> <li>Faculty Hiring Update</li> </ul>	<ul style="list-style-type: none"> <li>No updates</li> </ul>	
	<ul style="list-style-type: none"> <li>Admissions</li> </ul>	<ul style="list-style-type: none"> <li>57 applicants in total, narrowed down to 25. Admissions Committee creating a shortlist of 15 applicants, intending to interview 12 candidates</li> </ul>	
	<ul style="list-style-type: none"> <li>Faculty/Teaching Issues</li> </ul>	<ul style="list-style-type: none"> <li>None at this time</li> </ul>	
	<ul style="list-style-type: none"> <li>Supervisor/Thesis Issues</li> </ul>	<ul style="list-style-type: none"> <li>One student submitted and two deposited thesis</li> </ul>	
	<ul style="list-style-type: none"> <li>Comprehensive Exams</li> </ul>	<ul style="list-style-type: none"> <li>No updates.</li> </ul>	<b>Christa will email Kellie for an update.</b>
	<ul style="list-style-type: none"> <li>Accreditation</li> </ul>	<ul style="list-style-type: none"> <li>Criteria and Procedures for Approval of External Practicum and Internship Training Settings was approved by committee.</li> <li>Annual Student Review Policy and Procedures was approved by committee.</li> <li>Current students and recent graduate surveys to be sent every year to students and every accreditation period to graduates. Survey was approved.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Offer was made to view our self-study for free to determine if anything should be added/changed</li> <li>• Brief CVs from Faculty needed and website updates in progress</li> <li>• Tables mostly completed</li> </ul>	
	<ul style="list-style-type: none"> <li>• Practicum/Externship Issues</li> </ul>	<ul style="list-style-type: none"> <li>• No updates</li> </ul>	
	<ul style="list-style-type: none"> <li>• Internship Issues</li> </ul>	<ul style="list-style-type: none"> <li>• One student had been on remediation for one competency area and is now progressing well</li> </ul>	
	<ul style="list-style-type: none"> <li>• Eastern Health</li> </ul>	<ul style="list-style-type: none"> <li>• As noted under Student Issues, Bev is meeting with first years for short orientation</li> </ul>	
	<ul style="list-style-type: none"> <li>• APNL</li> </ul>	<ul style="list-style-type: none"> <li>• No updates</li> </ul>	
	<ul style="list-style-type: none"> <li>• Phia</li> </ul>	<ul style="list-style-type: none"> <li>• No updates</li> </ul>	
	<ul style="list-style-type: none"> <li>• SWCC</li> </ul>	<ul style="list-style-type: none"> <li>• No updates</li> </ul>	
	<ul style="list-style-type: none"> <li>• IPE</li> </ul>	<ul style="list-style-type: none"> <li>• Students in years 1, 2 and 4 can opt to have this as credit on their transcript retroactively</li> </ul>	
	<ul style="list-style-type: none"> <li>• Website</li> </ul>	<ul style="list-style-type: none"> <li>• No updates</li> </ul>	
<b>#4 NEW BUSINESS</b>		<ul style="list-style-type: none"> <li>• No new business</li> </ul>	
<b>#5 ADJOURNMENT</b>	Adjournment	<ul style="list-style-type: none"> <li>• Meeting adjourned at 3:00 PM</li> <li>• Next meeting on February 22<sup>nd</sup>, 2017 at 1:30PM</li> </ul>	
MINUTES	C. Anderson/PsyD Admin Assistant		