

Minutes / Action Items – *PsyD Administration Committee Meeting*

MEETING	PSY.D. ADMINISTRATION COMMITTEE MEETING MINUTES		
CHAIR	Jacqueline Carter		
DATE	March 22 nd , 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, C. Anderson, O. Heath, B. Cater, S. Pardy, A. Renouf		
REGRETS	B. Whelan		
AGENDA	ITEM	DISCUSSION	ACTION
MEETING START	<ul style="list-style-type: none">Call to order	<ul style="list-style-type: none">Call to Order 1:30Quorum was in Attendance	
#1 REVIEW / APPROVAL OF MINUTES	<ul style="list-style-type: none">Review / Approval of Minutes from previous meeting	Approval of minutes from March 8 th , 2017	
#2 AGENDA	<ul style="list-style-type: none">Agenda Approval	<ul style="list-style-type: none">Agenda was approved with slight additions	
#3 STANDING ITEMS	<ul style="list-style-type: none">Student Issues	<ul style="list-style-type: none">Students wondering where supervisors are located within St. John’s. Emily Case will provide that info to students. All first years matched with someone at school board and Nick spoke to second years about Comprehensive exam.	
	<ul style="list-style-type: none">Faculty Hiring Update	<ul style="list-style-type: none">No updates	
	<ul style="list-style-type: none">Admissions	<ul style="list-style-type: none">Initial offers sent out. Three definite yes and three maybe. Waitlist will be reviewed to ensure full cohort for September 2017	
	<ul style="list-style-type: none">Faculty/Teaching Issues	<ul style="list-style-type: none">Ian to follow up with Peter regarding SWCC commitment to PsyD program moving forwardJulie met with Janine Hubbard and Emily Case for teaching of Spring practicum	
	<ul style="list-style-type: none">Supervisor/Thesis Issues	<ul style="list-style-type: none">a couple of students now ready to defendOne student may require temporary leave from program for personal reasons	
	<ul style="list-style-type: none">Comprehensive Exams	<ul style="list-style-type: none">Nick and Kellie provided clarification for students on process and membership for comps committee	
	<ul style="list-style-type: none">Accreditation	<ul style="list-style-type: none">I. Nicholson reviewed self-study and provided some minor revisions.17 of 25 students and 7 out of 10 for Graduate surveys have been collectedMajority of CVs collected but some (7) still missing.	Christa to email individuals about CVs, cc Jacqui, Julie and Bev

	<ul style="list-style-type: none"> • Practicum/Externship Issues 	<ul style="list-style-type: none"> • Practicum placements clarified for Spring (Year 2), including sixth position at SWCC • Time to start planning for Fall placements. SWCC has offered three placements and EH could possibly find 9 more. • High interest in JFC but due to leaves, maternity, etc. not enough Psychologists available in the coming year 	
	<ul style="list-style-type: none"> • Internship Issues 	<ul style="list-style-type: none"> • No updates 	
	<ul style="list-style-type: none"> • Eastern Health 	<ul style="list-style-type: none"> • No updates 	
	<ul style="list-style-type: none"> • APNL 	<ul style="list-style-type: none"> • No updates. Graduates of the PsyD program will be probed for interest in this position on committee 	
	<ul style="list-style-type: none"> • Phia 	<ul style="list-style-type: none"> • No updates 	
	<ul style="list-style-type: none"> • SWCC 	<ul style="list-style-type: none"> • No updates 	
	<ul style="list-style-type: none"> • IPE 	<ul style="list-style-type: none"> • Olga waiting to hear if approved at Senate • Adam Reid to be connected with before school year starts to inform who practicum coordinator is. All grades go to Julie and Program Director debriefs 	
	<ul style="list-style-type: none"> • Website 	<ul style="list-style-type: none"> • Website has been updated and contains necessary content for accreditation standards with a few things yet to be added (minutes, links to SWCC) 	<p>Link required to SWCC people. Christa will try and find this information.</p> <p>Christa to inform Alysha when the Admin Minutes are available on website</p>
#4 NEW BUSINESS			
#5 ADJOURNMENT	Adjournment <ul style="list-style-type: none"> • Next Meeting 	<ul style="list-style-type: none"> • Meeting adjourned at 3:00 PM • Next meeting on April 19th, 2017 at 1:30PM 	
MINUTES	C. Anderson/ PsyD Program Secretary		