

## 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>	March 8, 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, , O. Heath, B. Cater, S. Pardy, A. Renouf
<b>REGRETS</b>	B. Whelan, C. Anderson

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 1:34</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>		
<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>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.</li> <li>Students also would like to know about Spring practicum placement options.</li> </ul>	<p><b>Julie to follow-up with Kellie to confirm.</b></p> <p><b>Students will receive information regarding the Year 1 Spring practicum next week, and the Year 2 practicum after the next Psy.D. meeting.</b></p>
	<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>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.</li> </ul>	<p><b>Jacqui and Christa to coordinate sending ‘unofficial’ offers to selected students.</b></p>
	<ul style="list-style-type: none"> <li>Faculty/Teaching Issues</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> </ul>	<p><b>Jacqui to follow-up with Ian for him to confirm SWCC teaching commitment next year.</b></p>
	<ul style="list-style-type: none"> <li>Supervisor/Thesis Issues</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> </ul>	

<ul style="list-style-type: none"> <li>• Comprehensive Exams</li> </ul>	<ul style="list-style-type: none"> <li>• No updates</li> </ul>	
<ul style="list-style-type: none"> <li>• Accreditation</li> </ul>	<ul style="list-style-type: none"> <li>• The self-study was sent out to I. Nicholson for comments. Awaiting feedback.</li> <li>• 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.</li> <li>• Finalization of tables and receipt of 2-page CVs and appendices remain.</li> <li>• The next priority is to finish updating the website.</li> </ul>	<p><b>Jacqui to follow up with delinquent supervisors on campus and to coordinate with Bev for those at EH.</b></p>
<ul style="list-style-type: none"> <li>• Practicum/Externship Issues</li> </ul>	<ul style="list-style-type: none"> <li>• Spring practicum for Year 1 has been confirmed for 6 placements with the Schoolboard. Dr. Emily Case will coordinate.</li> <li>• Spring practicum for Year 2 has been confirmed for 5 placements at EH. One additional placement is still under consideration at SWCC.</li> <li>• 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.</li> <li>• 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.</li> <li>• Bev has met with all the first years to provide them orientation about EH.</li> </ul>	<p><b>Julie to meet with Dr. Case and Nick later this week.</b></p> <p><b>Olga will confirm this possibility by the next PsyD meeting and once SWCC training committee has been consulted.</b></p> <p><b>Olga will also consult with the SWCC training committee to confirm potential placements next year for our students.</b></p> <p><b>Julie to follow up with Bev to organize this webinar for early next Fall.</b></p>
<ul style="list-style-type: none"> <li>• Internship Issues</li> </ul>	<ul style="list-style-type: none"> <li>• No updates</li> </ul>	
<ul style="list-style-type: none"> <li>• Eastern Health</li> </ul>	<ul style="list-style-type: none"> <li>• No updates</li> </ul>	
<ul style="list-style-type: none"> <li>• APNL</li> </ul>	<ul style="list-style-type: none"> <li>• 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</li> </ul>	

		executive. Until that happens, Susan has confirmed that she will stay on as APNL rep on the PsyD admin committee.	
	<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>• No updates</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>• Julie proposed the idea of creating a yearly newsletter for the program.</li> </ul>	<b>Julie to follow up with Alysha and PsyD faculty to create a newsletter committee.</b>
<b>#5 ADJOURNMENT</b>	Adjournment <ul style="list-style-type: none"> <li>• Next Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting adjourned at 3:00 PM</li> <li>• Next meeting on March 22, 2017 at 1:30PM</li> </ul>	
MINUTES	J. Gosselin/DCT		