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| **Minutes / Action Items – *PsyD Administration Committee Meeting*** |
| **MEETING** | ***PSY.D. ADMINISTRATION COMMITTEE MEETING MINUTES***  |
| **CHAIR** | Jacqueline Carter  |
| **DATE** | November 15, 2017 |
| **MEMBERS** | J. Carter, O. Heath, B. Whelan, B. Cater, S. Smith, J. Gosselin, K. Dalton, Jonah Nadler (Student Rep) |
| **PARTICIPANTS** | **Attendees:** J. Carter , K. Dalton, B. Cater, J. Nadler, O. Heath, S. Smith |
| **REGRETS** | B. Whalen, J. Gosselin |
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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
 | * No updates
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| * Faculty Hiring Update
 | * No updates
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| * Admissions
 | * Deadline for applications is January 5, 2018.
* Nick Harris will chair the Admissions Committee this upcoming academic year.
* Nick Harris and Katera Dalton will work together in doing an initial review of the applications and narrow them down to about 24 files. Then they will ask for volunteers to join the Admissions Committee to review these files and create a shortlist who will be offered an interview. Interviews should take place mid-February to keep our admissions process in line with the timeline of other programs. A first round of offers should be made by the end of February.
 | **Jacqui, Nick & Katera will be meeting the first week in December to discuss the admissions process.**  |
| * Faculty/Teaching Issues
 | * Lisa Moores has been confirmed as the course instructor for the Community Psychology course next term.
* The idea of removing Psych6000 from the curriculum was brought up. Necessary curriculum would then be condensed into Psych6602. Jacqui will speak to the Department Head and the Chair of Grad Studies about this and get the process started for making this change.
* Discussion raised about the required non-clinical elective course. Given that there are so few non-clinical graduate courses offered in the Department, should this be required? Students who wish to do a child internship must have a graduate-level course in Developmental Psychology. Is it fair to expect them to do an extra course and not the others? It was suggested that we could require a non-clinical or clinical elective. The problem is that we do not currently offer any non-clinical elective courses. Discussion to be continued.
 | **Jacqui will email Ian about removing Psych6000 from the course requirements. If removed – we should consider moving Clinical Research Design to Fall of year 1, Stats6001 to winter of year 1, and Ethics to Fall of year 1.** **Jonah will compose a survey to see where students stand with the elective course.**  |
| * Supervisor/Thesis Issues
 | * Anders has submitted his thesis for examination.
 | **Expected to defend early in the new year.**  |
| * Comprehensive Exams
 | * Kellie Hadden will chair this year’s comprehensive exam committee again.

  | **In January, a comprehensive exam committee should be organized.** |
| * Accreditation
 | * Site visit has taken place.
* Waiting on feedback.
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| * Practicum/Externship Issues
 | * Each student has a practicum placement for the upcoming winter semester.
* Ideas to increase student hours that were suggested include: 4 Year program with functioning training clinic on campus, 2.5 or 3 days a week for practicums, bring back Kid Club.
 | **A time and date for a meeting is in the works to discuss these issues.**  |
| * Internship Issues
 | * It was noted that our students’direct hours are significantly lower than applications from other universities this year at Eastern Health.
 | **A meeting will be held to discuss this issue with practicum sites.** |
| * Eastern Health
 | * All full-time vacancies have been filled.
* A few Mat Leaves left to fill.
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| * APNL
 | No updates.  |  |
| * Phia
 | * No updates.
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|  | * SWCC
 | * Renovations still on-going.
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|  | * IPE
 | * Scheduling conflicts – not enough facilitators.
* Standardized Patients to come into effect with hopes of providing a more “hands-on” interaction. A realistic approach while keeping with the process.
 | **IPE will be recruiting for more facilitators.**  |
|  | * Website
 | * No updates.
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| **#4 NEW BUSINESS** | Admin Meetings  | * Possibility of moving admin meeting to 2pm starting in the new year (pending schedules)
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| **#5****ADJOURNMENT** | Adjournment* Next Meeting
 | * Meeting adjourned at 3:00 PM
* Next meeting on November 29, 2017 at 1:30PM
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| MINUTES | Katera Dalton |  |