

Counseling Faculty Meeting

2/6/2019

In attendance: Tom Foster, Yolanda Dupre, Cyndi Matthews

1. Advising
 - a. Semester requirements – advising forms, submitting to Sharon, submitting to graduate school
2. New Counseling Position
 - a. Clinic Duties
 - b. Work load
 - c. Summer requirements
3. Opening up Counseling Clinic
 - a. Clinic Director
 - b. Counseling GA
 - c. Connecting with the Community
 - d. Advertising
 - e. Budget for refurbishing clinic
4. GAs
 - a. Reassignment of activities
 - i. Ashley – Gathering and putting together info regarding new admits
 - ii. Rima – MOUs, Practicum and Internship Forms
 - iii. Brent – downstairs in Clinic for now
 - b. Gas can do research and other tasks for faculty
 - c. Dr. Foster will meet with GAs to assign tasks next week
5. On Site versus Face to face program
 - a. Dr. Foster will put together the database model for both
 - i. Cyndi and Yolanda will be gathering information from advisees and transcripts to help with model – will send information to Tom when complete
 - ii. Tom will put model together then present to Cyndi and Yolanda first before presenting to Jana and Ken
 - b. Senior faculty have priority in choosing of classes
6. Career Fair Feb 13: 10-2
 - a. Cyndi 10-2
 - b. Tom 11-1
 - c. Yolanda 12-2
 - d. Ashley 10-2
 - e. Tom will help with set-up
7. Browse on Bayou – Yolanda will help with as it is on weekends