January 19, 2012

To: Lisa Foss  
   Institutional Effectiveness

From: Monica Devers, Interim Dean

Re: CCP – Unit Name Change request

Lisa,

Please find attached a Unit Name Change Request Form from the department of Counseling and Community Psychology. Faculty and staff in the School of Health and Human Services have been given the opportunity to provide feedback on this proposed change. Comments from department chairs in DAC and from faculty via email have supported this name change.

If you have any questions, please contact me at 8-4894.

Best wishes,

Monica C. Devers, Ph.D.
Interim Dean
Unit Name Change Request Form

Unit/College/School: School of Health and Human Services

Current Name: Counseling and Community Psychology

Requested New Name: Applied Psychology, Counselor Education, and Family Therapy (APCF)

Rationale for Requested Name Change (attach additional documentation, if needed):

In the reorganization, the Department of Counselor Education and Educational Psychology and the Department of Educational Leadership and Community Psychology were merged into one. We were given the name Counseling and Community Psychology. As a new unit, we decided upon a name that reflects our disciplines in our merged department, meets accreditation standards, and provides a distinct identity. Although we have strong community partnerships, we are not a community psychology program as defined by the American Psychological Association. We feel that the most fitting name for our undergraduate major is Applied Psychology, and upon acceptance of our new department title, we plan to go through curriculum process to change the name of the undergraduate major. Our community connection remains very important to us and it will remain a strong emphasis in our courses/major; however, none of our faculty members are community psychologists and our curriculum best fits Applied Psychology.

Describe process used by unit and college/school to approve name change (include documentation such as meeting minutes if available):

Unit: We discussed possible names, accreditation standards, and department goals/vision across several department meetings. These discussions resulted in a vote during a department meeting on November 14, 2011 in which the new name was unanimously approved. The minutes from this meeting are attached.

School: The Dean’s Advisory Council recommended that the Dean approve the proposed name on November 30, 2011. The minutes from this meeting are attached.

Describe minority opinion within the department/unit (attach additional documentation, if available):
Required Signatures:

Unit representative (i.e., chair, director):
(Representative will be asked to attend SPC meeting to discuss request.)

☑ Recommend ☐ Do not Recommend

Comment:

Dean (if applicable):

☑ Recommend ☐ Do not Recommend

Comment:

Strategic Planning Committee Co-chair:

☐ Recommend ☐ Do not Recommend

SPC Motion:

Provost or Appropriate Vice President:
(Following SPC recommendation)

☐ Recommend ☐ Do not Recommend

Comment:

President:

☐ Approve ☐ Do not Approve

Comment:

Upon final determination, copies should be sent to:
Requesting unit
Appropriate Dean or Vice President
Human Resources
Academic Affairs
Administrative Affairs
Strategy, Planning & Effectiveness
Records & Registration
Department of Counseling and Community Psychology Meeting

November 14, 2011
ECC 128
3:00 to 4:00

Members Present:
Daneshpour, Manijeh; Downing, Trae K.; Edrisinha, Chaturi D.; Kuhlman, Bradley; Lepkowski, William J.; Rudrud, Eric H.; Schulze, Kimberly A.; Rapp, John T.; Mayhew, Michael; Mayhew Katherine; Hoover, Steve; Parault, Susan J.; Baker, Tim; Jorgensen, Leeann S.

1. Spring Schedule:

Spring schedule is almost complete. CEEP 419 is on the schedule without an instructor. Mick Mayhew may be interested in teaching this course.

2. Department Name Change:

The Department name change was brought up again for review. After discussion it was decided that we would name our department “Department of Applied Psychology, Counselor Education, and Family Therapy. It was moved by Mick Mayhew and seconded by Susan Dowds. It was unanimously passed by the department. Kim Schultz will work on the paperwork process of making the name change.

3. Summer Schedule:

Summer schedule is almost complete. Dean Devers allocated $89,000.00 for our department’s summer classes. There may be additional allocation based on other departments’ summer schedule.

4. Memorial Fund:

A request was made for those who have not contributed to the department’s Memorial Fund to contact Sandi. A $20.00 donation is requested.

5. Fall Commencement:

Kim Schultz will represent the department at the Fall Commencement.

6. Pizza Party

A Pizza party will be held on December 5th for students and staff. A $5.00 donation is requested.
ATTENDANCE: Rebecca Crowell, Communication Sciences and Disorders; Manijeh Daneshpour, Counseling and Community Psychology; Rona Karasik, Gerontology; Caryl Martin, Kinesiology, Health and Physical Education; Steven Ratliff, Nuclear Medicine Technology and Radiologic Technology; Tracy Ore, Social Work; Monica Devers, Interim Dean; Shauna Paul, HHS Office Manager.

Pat Ellinger arrived late due to conference call

1. Guest: Taunja Meers: Introductions were made. Taunja gave a brief overview of her role and responsibilities as the Case Manager (Director) for the SCSU Counseling Center (replaced Sarah Meisinger). Her role is to assist struggling students (mental health, academic). She has extensive knowledge of and access to resources on and off campus.
   - With regards to what faculty and students can expect in terms of a timeline for the process:
     - Contact with student will be made as soon as possible, usually within 1-3 days, depending on response time from students.
     - Counselor on staff each day to handle emergency situations.

2. Grades for fall 2011: Deadline for grades is 1159 pm on Dec. 22nd. Deans have been asked by the provost to encourage faculty to submit grades on time and that all necessary action will be taken to ensure this occurs. Deans are tasked to take necessary action for faculty who do not file grades on time. If faculty are unable to meet the deadline, arrangements need to be made with Monica.

3. Spring enrollment update: Updates as of 11.30.11 show relatively good enrollment. The Provost has requested Deans maintain weekly updates and remain in contact with departments regarding enrollment.

4. Summer 2012: Summer schedule ready for review per Dean Burgeson. Updates will be sent to Deans and Dean’s Office will update departments, but departments should be alerted to numbers in own courses. Monica will be sending budget/allocations to CSS. Chairs need to authorize summer courses online.

5. Fall 2012-13 planning: Monica asked departments submit requests for adjunct and FTNP hiring to her by early January. The provost has not informed Dean’s on the status of other searches/hiring decisions.

6. CCP -- Dept name change (Manijeh): CCP.
   
   By unanimous vote, the new department name is proposed to be the Department of Applied Psychology, Counselor Education, and Family Therapy (APCF). Manijeh will send documents to Dean’s Office for dissemination to the School for review.

8. Other items:
   - DAC Meetings still weekly in spring. Yes, planning weekly meetings. Chairs can send representative if unable to attend. First DAC meeting for spring semester will be during Convocation Week. Update will be sent within the week.
   - Change time of DAC? Caryl and Manijeh have conflicts Wednesday afternoons. Alternatives were proposed.
   - No DAC next week due to Monica attending MnSCU training.

Notes:
   - Commencement - December 18th – announcements sent to graduate students, advisors cc’d.
   - Provost approved interim location of SH 365 (formerly Community Studies). SHHS will retain space in Brown Hall also. Moving over Winter Break, most likely early January. Cleaning will commence during break. Announcements from Orn Bodvarsson and from Monica will be sent.
   - Hiring 3 MSUAASF – info is on way to MnSCU for classification. When returned from MnSCU, search process can begin.
Devers, Monica C.

From: shhs-l-bounces@lists.stcloudstate.edu on behalf of School of Health & Human Services
Sent: Monday, January 09, 2012 4:18 PM
To: shhs-l@stcloudstate.edu
Subject: [SHHS-L] CCP Department Name Change - Proposal For Review

Importance: High

From Monica Devers:

Good afternoon everyone,

I hope the first day of spring semester is going well. Thank you for all of your work to get everything ready.

In November 2011, the Counseling and Community Psychology department submitted a request to me to change their department name to Applied Psychology, Counselor Education and Family Therapy (APCF). Department chairs discussed this at the DAC on 11/30/11 and decided to send this out to the school for review since the proposal requires a documented process of consultation with faculty and staff within the college or school regarding the name change.

I have attached their request and ask that you review the information. If you have any feedback, please provide it directly to me electronically by Tuesday 17th January or share it with your department chair who can forward the info on.

Many thanks,

Monica

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