Unit Name Change Request Form

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

Current Name: Counseling and Community Psychology

Requested New Name: Community Psychology, Counseling, and Family Therapy (CPCF)

Date: 11/21/12

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. The name for our undergraduate major has been Community Psychology, and we will continue to use the name for our undergraduate major. We also have several counseling graduate programs and a family therapy graduate program. Therefore, we would like to add counseling and family Therapy to our department name.

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 October 31, 2012 in which the new name was approved.

School: The Dean's Advisory Council recommended that the Dean approve the proposed name on November 21, 2012. 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): [Signature] Date: 11-21-12
(Representative will be asked to attend SPC meeting to discuss request.)

☑ Recommend  ☐ Do not Recommend

Comment:

Dean (if applicable): [Signature] Date: 11-21-12

☐ Recommend  ☐ Do not Recommend

Comment:

Strategic Planning Committee Co-chair: [Signature] Date: 2-21-13

☑ Recommend  ☐ Do not Recommend

SPC Motion: The SPC supports & recommends this name change be approved

Provost or Appropriate Vice President: [Signature] Date: 3-11-13
(Following SPC recommendation)

☑ Recommend  ☐ Do not Recommend

Comment:

President: [Signature] Date: 3-6-13

☑ 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
School of Health and Human Services
DAC Minutes
November 21, 2012
BH 207

Attendees: Rebecca Crowell, Communication Sciences and Disorders; Maniheh Daneshpour, Counseling and Community Psychology; Rona Karasik, Gerontology; Steven Ratliff, Nuclear Medicine Technology and Radiologic Technology; Tracy Ore, Social Work; Joyce Simones, Nursing; Monica Devers, Interim Dean; Christa Hayes, Student Relations Coordinator; Emily Simon, Experiential Learning & Outreach Coordinator; Jill Snippin, Administrative Director; Shauna Paul, Dean's Office Manager

Absent: Patricia Ellinger, Medical Lab Science; Laura Finch, Kinesiology

1. Academic Affairs update
   a. Degree maps – thank you to everyone who has submitted them. We are still waiting on a few. Please send to Christa ASAP. We are looking to review degree maps for undergraduate majors but are also asking for graduate and undergraduate minors programs.
   b. Please send any updated space requests to Monica as she will be meeting with architectural group working on space configuration

2. Provost Action Grants
   a. Please send to Monica by Monday, November 29 before submitting to Provost (due November 30).
   b. These grants must be related to the Extraordinary Education proposals submitted by your program last year.

3. Summer schedules
   a. We need all dept schedules sent to the office for review.
   b. Summer load per the IFO agreement is a maximum of 16 credits.

4. Update on allocation for hiring
   a. Budget for SHHS: Monica to draft memo to Provost
      i. 2 SW positions
      ii. 1 CCP Rehab Counseling
      iii. 2 NURS (1 = failed search) – 1 Prob/1 FTNP?
   b. Once we have approvals for these, we will review remaining allocation and allocate the remainder.

5. Student Relations Update (Christa)
   a. Dean's Student Advisory first meeting is scheduled Thursday, November 29
   b. Proposal in works for SHHS/FYE Living/Learning Community – open to all
intended SHHS majors, 40 spaces in Sherburne for FY 2014 – space for students to live, activities, workshops, etc. Volunteers for workshops will be requested.

6. ELOC update (Emily)
   a. Commencement update: Postcards sent to advisors to hand to students. Please encourage your undergraduates who are graduating to rsvp by Nov 30th.

7. Fall commencement (Emily)
   a. SHHS would like to create/coordinate a school-wide event. If departments hold special event for students, please send details to Emily

8. Dept name change (Manijeh)
   a. Community Psychology, Counseling and Family Therapy (CPCF)
   b. SHHS Dean’s Advisory Council – approved the change.
   c. Monica will send to school for comments

9. Sick leave/personal days etc.
   a. Faculty personal days – submit ahead of time whenever possible
   b. When sick, submit sick leave
   c. After 3 consecutive sick days, HR must be involved re Family Medical Leave Act (FMLA)

10. Travel/mileage
    a. Faculty cannot be reimbursed for mileage from home to 1st stop and last stop to home

11. Other items
    a. Per Joyce: CETL planning more workshops for Spring Convocation.
    b. Spring Convocation schedule forthcoming
    c. Professional Development Funds: Jill meeting with Associate Vice President for Finance and Administration, Douglas Vinzant

Upcoming Events:
DAC Guest: November 28th DAC 2:00 p.m. – Dan Macari, Honors
Commencement: December 22, 2012 2:00 p.m., Halenbeck Hall; Reception 11:45 a.m. – 1:00 p.m., AMC Glacier