

SECTION I: THE INSTITUTION

- A. The institution in which the academic unit is housed is accredited by a regional or institutional accrediting body that is recognized by the Council for Higher Education Accreditation (CHEA).**

RESPONSE:

The academic units of the Master of Arts in Education in Counseling (Option I Mental Health Counseling and Option II Marriage and Family Therapy) and the Master of Arts in Education in Student Affairs in Higher Education are all parts of the curricular offerings of Western Kentucky University in Bowling Green, Kentucky. Western Kentucky University is accredited by the Southern Association of Colleges and Schools (SACS). SACS is a regional accrediting body recognized by the Council for Higher Education Accreditation (CHEA).

DOCUMENTATION:

1. A letter from SACS confirming the most recent reaffirmation of accreditation for the college in 1995. Appendix A, pp. 1-2.

- B. The current institutional catalogue or bulletin accurately describes the academic unit and each program offered, including admissions criteria, minimum program requirements, matriculation requirements (for example, examinations, academic standing policies) and financial aid information.**

RESPONSE:

The current institutional catalogue (2003-2005) of Western Kentucky University provides accurate and detailed information in each of these areas. Descriptions of the academic unit, and each program offered, begins on page 18 of the catalogue with a description of the College of Education and Behavioral Sciences. Admissions requirements are found on page 9 of the catalogue, along with the minimum program requirements. Matriculation requirements (i.e., maintaining matriculation) are found on page 15. Finally, financial aid information is found on page 5 of the Graduate Catalogue.

DOCUMENTATION:

1. Western Kentucky University Graduate Studies & Research Catalogue, 2003-2005. Appendix B, pp. 5, 9, 15, 18.

- C. The academic unit is clearly identified as part of the institution's graduate offerings and has primary responsibility for the preparation of students in the program. If more than one academic unit has responsibility for the preparation of students in the program, the respective areas of responsibility and the relationships among and between them must be clearly defined.**

RESPONSE:

The Master of Arts in Education in Counseling and the Master of Arts in Education in Student Affairs in Higher Education are both graduate programs currently offered by Western Kentucky University. Both of these academic units have total responsibility for the preparation of students in their respective programs. Mental Health Counseling and Marriage and Family Therapy are subprograms of the Master of Arts in Education Counseling program.

DOCUMENTATION:

1. Western Kentucky University Graduate Studies & Research Catalogue, 2003-2005. Appendix B, pp. 21-22.

D. Cooperative relationships exist between the academic unit and other academic units that contribute to the professional preparation of students in the program as well as off-campus professional and community resources.

RESPONSE:

Students in the Mental Health Counseling and Marriage and Family Therapy Programs are required to take a research course taught by another department. They choose between EDFN 500 (Research Methods) taught by the Department of Educational Administration, Leadership and Research and PSY 521 (Seminar in Experimental Design). Currently the Department of Counseling and Student Affairs is negotiating with the faculty of the Department of Educational Administration, Leadership and Research to offer a course specifically for counseling.

Students may also take electives from psychology, sociology, or other behavioral science courses with approval from the advisor.

DOCUMENTATION:

1. Western Kentucky University Graduate Studies & Research Catalogue, 2003-2005. Appendix B, p. 21.

E. The institution is committed to providing the program with sufficient financial support to ensure continuity, quality, and effectiveness in all of the program's learning environments.

RESPONSE:

The Department of Counseling and Student Affairs at Western Kentucky University is provided with its own budget, separate from all other departments at the University, to provide its programs with adequate funding. It provides for faculty compensation, as well as an operating budget that provides for office and classroom supplies, departmental books and magazine subscriptions as well as facility maintenance, along with various other allowances. Furthermore, the budget also allows for travel expenses for employees, both in and out of state.

One-time expenses also are available through Action Agenda Funds. These funds are available to cover expenses that are non-reoccurring. For example, Action Agenda Funds were secured for doing the self-study and making application for CACREP accreditation. In addition, during Fall 2003, President Ransdell announced that the Department of Counseling and Student Affairs would be offering all of the Mental Health Counseling Program in Owensboro. While the department had maintained the Owensboro Campus as an extended site for many years all of the courses were not taught there because the campus did not have a counseling lab comparable to that on main campus. An Action Agenda Proposal was written and approved for establishing a counseling lab at the extended campus.

The University also approved a new line item for another faculty position. This year the department hired three new faculty members: one in mental health, one in marriage and family therapy, and one in student affairs.

DOCUMENTATION:

1. Counseling and Student Affairs Budget, 2003-2004. Appendix F, p. 1.
2. Action Agenda Proposal for CACREP expenses. Appendix KK, pp. 1-2.
3. Action Agenda Proposal for Counseling Lab at the Owensboro Campus. Appendix LL, pp. 3-4.

F. The institution provides encouragement and support for program faculty to participate in professional organizations and activities (for example, professional travel, research, and leadership positions).

RESPONSE:

Western Kentucky University provides \$236,250.13 for the purposes of faculty research. The institution also provides \$5,291.00 in 2004 to the Department of Counseling and Student Affairs for the purposes of professional travel expenses. All faculty are provided \$250.00 per year for professional development. The institution has committed to sending program coordinators to the ACA national conference as well. Finally, the Office of Sponsored Programs provides three faculty scholarships for the purpose of academic research, including the Regular Faculty Scholarship, worth \$1,000.00, the Junior Faculty Scholarship, worth \$4,000.00 and the Summer Faculty Scholarship, worth \$5,000.00.

DOCUMENTATION:

1. Counseling and Student Affairs Budget, 2003-2004. Appendix F, p. 1.
2. Faculty Research Budget, 2003-2004. Appendix F, p. 19.
3. Office of Sponsored Programs grant descriptions, Appendix F, pp. 20-25.

G. The institution makes available to students in the program personal counseling services provided by professionals other than faculty and students.

RESPONSE:

The college publicizes the availability of personal counseling services for graduate students provided by Richard M. Greer, Ph.D., M.A. Dr. Greer is a qualified professional counselor who is not a member of the graduate program faculty. In the event that a dual relationship is found to exist with a particular student, referral will be made to the local community mental health agency.

DOCUMENTATION:

1. Excerpt from Western Kentucky University Student Handbook. Appendix S, pp. 1-3.
2. Professional Vita, Dr. Richard M. Greer. Appendix G, pp. 1-2.

H. Access to library and other learning resources is appropriate for scholarly inquiry, study and research by program faculty and students.

RESPONSE:

Western Kentucky University provides a library for the use of all faculty and students enrolled at the institution. The Helm-Cravens Library, the Kentucky Museum, the Extended Campus Library Services and the library at the Glasgow Campus all house resources useful to those involved in scholarly inquiries at the institution. The University Libraries house over 600,000 books, along with 100,000 volumes of periodicals, 2.6 million microforms and a quarter of a million government documents. Books are added to the library's collection at a rate of around 10,000 per year; 5,000 subscriptions are received by the library yearly as well. All of the institution's printed resources can be located through "TOPCAT", the library's online catalogue. In addition to this, the Helm-Cravens Library houses a large and state of the art computer lab, which is available to all Western students. This lab contains computers, which offer access to the Internet and word processing capabilities. This library contains a federal depository documents collection, a law collection, a collection of selected Kentucky State documents and older periodicals. The library also keeps a reserve collection, which contains materials kept specifically for class use. In addition to all of this, the Helm-Cravens Library also contains a large collection of leisure materials, such as books, films and popular music.

On the second floor of the Kentucky Building, is located the Kentucky Library, which houses materials which relate specifically to the history of and life in the Commonwealth of Kentucky. The collection is non-circulating, and includes books, manuscripts, microforms, pamphlets, newspapers, magazines, scrapbooks, diaries, sheet music, hymnals, maps, photographs, broadsides, reel-to-reel tapes and cassette tapes.

On the third floor of Tate Page Hall on the Western Kentucky University campus, is the Educational Resource Center. It contains mainly resources and professional materials in support of the College of Education and Behavioral Sciences.

Finally, the Glasgow Campus library, located on the WKU campus in Glasgow, Kentucky, serves the reference needs of students at that part of the institution.

In the 2003-2004 school year, the institution provided the campus libraries with a general operating budget of \$4,813,265.70, the library special collections with a budget of \$556,253.79, the Kentucky Library and Museum with a budget of \$220,649.98 and extended campus libraries operations with a budget of \$196,648.03. This totals a combined budget of \$5,786,817.50.

DOCUMENTATION:

1. Excerpt from Western Kentucky University Student Handbook. Appendix S, pp. 2-3.
2. Library Budget, 2003-2004. Appendix F, pp. 13-14.
3. Library Special Collections Budget, 2003-2004. Appendix F, pp. 15-16.
4. Kentucky Library and Museum Budget, 2003-2004. Appendix F, p. 17.
5. Extended Campus Library Operations Budget, 2003-2004. Appendix F, p. 18.
6. List of Counseling Related Periodicals. Appendix BB, p. 1.

I. The institution provides technical and financial support to program faculty and students to ensure access to information systems and data analysis for teaching and research.

RESPONSE:

Financial support for technical services is provided by the Information Technology Center. Through this, the college provides students, faculty and staff with state of the art technology, as well as computer labs, which are open to all students, and technology training. Some of the projects that the department engages in include: Installation of a one gigabyte ethernet internet backbone, replacing student lab computers to keep them current, replacing faculty computers to keep them current, consolidating IT Division help desk operations, extending the campus network infrastructure to the Center for Research and Development, piloting a WKU portal, implementing new initiatives for technology support to students and increasing and improving technology support for faculty. Finally, the institution has completed its plan for a laptop university pilot.

Western Kentucky University provides a budget of \$1,549,814.59 to student technology, a budget of \$1,008,858.21 for network computing, a budget of \$1,856,720.87 for administrative computing services, a budget of \$484,352.42 for academic technology and a budget of \$344,000.00 for faculty computer replacement. These budgets combine for a total budget of \$5,243,746.09 that the institution spent on information systems for the 2003-2004 school year.

DOCUMENTATION:

1. Information Systems Budget, 2003-2004. Appendix F, pp. 2-3.
2. Student Technology Budget, 2003-2004. Appendix F, pp. 4-5.
3. Network Computing Budget, 2003-2004. Appendix F, pp. 6-7.

4. Administrative Computing Services Budget, 2003-2004. Appendix F, pp. 8-9.
5. Academic Technology Budget, 2003-2004. Appendix F, pp. 10-11.
6. Faculty Computer Replacement Budget, 2003-2004. Appendix F, pp. 12.