

SECTION IV: FACULTY AND STAFF

A. The counselor education academic unit must demonstrate that it has faculty resources of appropriate quality and sufficiently to achieve its mission and objectives. The academic unit has an identifiable full-time core faculty responsible for its leadership who:

- 1. are sufficient in number for their academic and professional responsibilities;**

RESPONSE:

Western Kentucky University employs the following instructors to fulfill academic and professional responsibilities:

FULL TIME FACULTY (11):

Kelly M. Burch-Ragan, Ph.D., Don C. Dinkmeyer, Jr., Ph.D., Bill C. Greenwalt, Ed.D., Aaron W. Hughey, Ed.D., Cynthia P. Mason, Ed.D., Neresa B. Minatrea, Ph.D., Donald R. Nims, Ed.D., W. Wayne Rickard, Ed.D., Vernon L. Sheeley, Ph.D., Fred E. Stickle, Ph.D., Jerry Wilder, Ph.D.

OPTIONALLY RETIRED FACULTY (3):

Delbert Hayden, Susan H. James, Ed.D., Stephen B. Schnacke, Ph.D.

ADJUNCT FACULTY (13):

Adrian D. Buckles, Ph.D., Robert L. Coons, D.Min., Michael V. Farina, Ed.D., Lance R. Heffer, Psy.D., Gail Martin, M.A., Richard L. Mason, Ph.D., Paula R. McCaghren, Ed.D., Edward J. Morris, Ph.D., Howard S. Rosenblatt, Ph.D., Vivian Simmons, M.A., B.S., Cynthia L. Trumbo, Ph.D., Tracey L. Wyatt, Ph.D., Joseph Yazvac, Ed.D.

DOCUMENTATION:

1. Fulltime Faculty Vitas. Appendix O, pp. 1-96.
2. Optionally Retired Faculty Vitas. Appendix P, pp. 1-17
3. Adjunct Faculty Vitas. Appendix Q, pp. 1-50.

- 2. number at least three individuals whose academic appointments are to the unit in counselor education; (if one or more of the three academic appointments is not teaching full-time in the academic unit, then there must be at least three full-time equivalent [FTE] faculty teaching in the academic unit);**

RESPONSE:

The following full time faculty have academic appointments to the unit in counselor education; Kelly M. Burch-Ragan, Ph.D., Don C. Dinkmeyer, Jr., Ph.D., Bill C. Greenwalt, Ed.D., Aaron W. Hughey, Ed.D., Cynthia P. Mason, Ed.D., Neresa B. Minatrea, Ph.D., Donald R. Nims, Ed.D., W. Wayne Rickard, Ed.D., Vernon L. Sheeley, Ph.D., Fred E. Stickle, Ph.D., Jerry Wilder, Ph.D.

DOCUMENTATION:

1. Fulltime Faculty Vitas. Appendix O, pp. 1-96.

- 3. have earned doctoral degrees in counselor education, preferably from CACREP accredited programs, or doctoral degrees in a closely related field;**

RESPONSE:

All fulltime faculty in the department have earned doctoral degrees in counselor education.

DOCUMENTATION:

1. Fulltime Faculty Vitas. Appendix O, pp. 1-96.

- 4. have relevant preparation and experience in the assigned area of teaching;**

RESPONSE:

All teaching assignments are based on the individual's relevant training, supervision and experience.

DOCUMENTATION:

1. Fulltime Faculty Vitas. Appendix O, pp. 1-96.
2. Optionally Retired Faculty Vitas. Appendix P, pp. 1-17.
3. Adjunct Faculty Vitas. Appendix Q, pp. 1-50.

- 5. identify with the counseling profession through memberships and involvement in appropriate professional organizations (i.e., ACA and its divisions, branches, and affiliate organizations) and appropriate certifications (e.g.; NCC) and/or licenses (e.g., LPC) pertinent to the profession; and**

RESPONSE:

The faculty of the Counseling and Student Affairs program of Western Kentucky University maintains memberships in multiple professional organizations and have obtained multiple certifications.

Dr. Kelly M. Burch-Ragan has the following certifications; National Certified Counselor, Florida Licensed Mental Health Counselor and Florida Licensed Marriage and Family Therapist. She is a member of the following professional organizations; American Counseling Association, American Association for Marriage and Family Therapy, International Association of Marriage and Family Counselors, American Mental Health Counselors Association, Association for Counselor Education and Supervision, Southern Association for Counselor Education and Supervision, Kentucky Counseling Association, Florida Counseling Association, Florida Association for

Counselor Education and Supervision, International Association of Addictions and Offenders Counselors and Chi Sigma Iota.

Dr. Don C. Dinkmeyer, Jr. has the following certifications; Certified Professional Counselor and National Certified Counselor. He is a member of the following professional organizations; American Counseling Association, American School Counseling Association, Association for Specialists in Group Work, International Association for Marriage and Family Counseling, Association for Counselor Education and Supervision, American Mental Health Counseling Association, North American Society of Adlerian Psychology, National Parenting Instructors Association, National Parenting Education Network, Kentucky Counseling Association, Kentucky School Counselors Association and Chi Sigma Iota.

Dr. Bill C. Greenwalt has the following certifications; Clinical Member and Approved Supervisor of American Association of Marriage and Family Therapists, National Certified Counselor, Certified Clinical Mental Health Counselor, Licensed Professional Counselor in Florida, Licensed Marriage and Family Therapist in Kentucky, Texas and Florida, Certified in Reality Therapy and a Practicum I Supervisor and Certified in Couples Communication, Family Wellness and Fathering Dimensions. He is a member of the following professional organizations; American Association of Marriage and Family Therapists, American Counseling Association, Association for Counselor Education and Supervision, International Association of Marriage and Family Counselors, American Mental Health Counselors Association, Association for Religious and Value Issues in Counseling, American Association of Christian Counselors, Practicum Level I Supervisor in Reality Therapy and Ordained Clergy with Presbyterian Church in America.

Dr. Aaron W. Hughey has no certifications, although he is a member of the following professional organizations; College Personnel Association of Kentucky, Southern Association for College Student Affairs, American College Personnel Association, Kentucky Counseling Association, Northern Illinois University Society of Educational Administrators and Association of College and University Housing Officers International.

Dr. Susan H. James has the following certifications; Licensed Professional Clinical Counselor, Standard Certificate Elementary School Guidance and Counseling (1-8) and Standard Certificate Elementary Teaching (1-4). She is a member of the following professional organizations; Kentucky School Counselor Association and Kentucky Counseling Association.

Dr. Cynthia P. Mason has no certifications, although she is a member of the following professional organizations; American Counseling Association, Association for Counselor Education and Supervision, Association for Multicultural Counseling and Development, Kentucky Association for Counselor Education and Supervision, Kentucky Counseling Association, Kentucky Education Association, Kentucky School Counselors Association and National Education Association.

Dr. Neresa B. Minatrea has the following certifications; National Board of Certified Counselors, National Certified Addictions Counselor II, Licensed Professional Clinical Counselor and Certified Alcohol and Drug Counselor. She is a member of the following professional organizations; American Counseling Association, Association of Counselor Education and Supervision, Mid-Southern Educational Researcher Association, Southern Association of Counselor Education and Supervision, Association for Specialists in Group Work, Association for Supervision and Curriculum Development, National Association for Alcohol and Drug Counselors and Kentucky Counseling Association.

Dr. Donald R. Nims has no certifications, although he is a member of the following professional organizations; American Counseling Association, American School Counseling Association, Association for Specialists in Group Work, Association for Play Therapy, American Association of Marriage and Family Therapy, Kentucky Association for Marriage and Family Therapy, Kentucky Counseling Association, Kentucky School Counselors Association and Kentucky Association for Multicultural Counseling and Development.

Dr. W. Wayne Rickard has the following certifications; Kentucky Marriage and Family Therapist and William Glasser Institute Reality Therapist. He is a member of the following professional organizations; American Counseling Association, Kentucky Counseling Association, Green River Mental Health Counseling Association, Kentucky Council of Economic Education, Honorable Order of Kentucky Colonels and Gideon's International.

Dr. Vernon L. Sheeley has no certifications, although he is a member of the following professional organizations; American College Personnel Association, American Counseling Association, American School Counselor Association, American Mental health Counselors Association, American Vocational Association, Association for Counselor Education and Supervision, Association for Humanistic Education and Development, Association for Specialists in Group Work, National Career Development Association, National Education Association, Wyoming Counseling Association, Phi Delta Kappa, Southern Association for Counselor Education and Supervision, Kentucky Association for Counselor Education and Supervision, Kentucky Career Development Association, Kentucky Counseling Association, Kentucky School Counselor Association and South Central Counseling Association.

Dr. Fred E. Stickle has no certifications, although he is a member of the following professional organizations; American Counseling Association, American Association of Marriage and Family Therapy, Association for Counselor Education and Supervision, American Association of Mental Health Counselors, International Association of Marriage and Family Counselors and American Association for Sex Educators Counselor and Therapist.

Dr. Jerry R. Wilder has no certifications, although he is a member of the following professional organizations; National Association of Student

Personnel Administrators, American Association of Collegiate Registrars and Admissions Officers, American College Personnel Association, American Personnel and Guidance Association, College Placement Council Inc., Southern College Placement Association, Phi Delta Kappa, Phi Eta Sigma, Omicron Delta Kappa, Golden Key and Sigma Chi.

DOCUMENTATION:

1. Fulltime Faculty Vitas. Appendix O, pp. 1-96.

6. have the authority to determine program curricula within the structure of the institution's policy.

RESPONSE:

The Faculty determine the program curricula in accordance with institutional policy. Program changes are initiated from the department through the college's Graduate Curriculum Committee, through the Graduate Council to the University Senate.

DOCUMENTATION:

1. Charter of the University Senate, Western Kentucky University. Appendix Y, p. 6.
2. Proposals to Change a Program. Appendix Z, pp. 1-6.

B. The academic unit has clearly defined administrative and curricular leadership that is sufficient for its effective operation. A faculty member may hold more than one of the following positions simultaneously.

1. a core faculty member is clearly designated as the academic unit leader for counselor education who:
 - a. is responsible for the coordination of the faculty unit,
 - b. receives inquiries regarding the overall academic unit,
 - c. is assigned at least 50% to the academic unit,
 - d. makes recommendations regarding the development of and expenditures from the budget,
 - e. has release time from faculty member responsibilities to administer the academic unit; and
 - f. provides or delegates year-round leadership to the operation of the program.

RESPONSE:

The faculty member designated as the Head of the Department of Counseling and Student Affairs is Dr. Aaron Hughey. He is responsible for all points put forth on this standard.

According to the Faculty Handbook, the responsibilities of the Department Head, where they intersect with coordination of the faculty unit are as follows:

“Participating in the recruitment, employment and orientation of new faculty; including demonstrating a commitment to the affirmative action goals of the university. Encouraging and facilitating professional development through activities such as suggesting funding sources, discussing research ideas, and urging attendance at professional meetings and workshops. Providing appropriate opportunities for faculty to participate in department affairs. Evaluating faculty on a regular and continuing basis in the areas of teaching, research and service with appropriate recommendations for improvement, particularly for untenured faculty. Creating a forum through which faculty can express ideas freely, thus promoting productive discussions among the departmental faculty members. Making informed documented recommendations concerning faculty retention, promotion, tenure and annual salary increments, the outcomes of which will be intended to serve the best interest of the department as a whole. Encourage university and community service activities appropriate for faculty participation” (Faculty Handbook, p.122).

According to the Faculty Handbook, it is the responsibility of the Department Head to: “Representing the department both within the university’s administrative and governance structures and externally with professional and community groups.” In addition, the Department Head is responsible for: “Disseminating information of interest to students.” And “Responding to student grievances and requests.” (Faculty Handbook, pp. 122-123.

The department head of the Department of Counseling and Student Affairs is assigned full time to the academic unit.

According to the Faculty Handbook, where it intersects with the departmental budget, the Department Head is responsible for: “Coordinating the preparation of the department budget. Administering the department budget. Adhering to the budget management procedures established by the Business Office. Allocating funds in a manner consistent with the goals of the department (Faculty Handbook, p. 124.)

The Department head receives release time for administrative duties.

DOCUMENTATION:

1. Faculty Vita, Aaron Hughey. Appendix O, pp. 21-44.
2. Faculty Handbook, 16th Edition. Appendix D, pp. 121-127.
3. Letter of Appointment to the Position of Department Head to Dr. Aaron Hughey from Pres. Gary Ransdell. Appendix W, p. 1.
4. Letter from Dean Sam Evans. Appendix W, p. 2.

- 2. one core faculty member is identified as the coordinator for each program for which accreditation is being sought and has:**
 - a. a teaching assignment in the program,**
 - b. identified responsibilities as coordinator,**

c. relevant preparation and experience.

RESPONSE:

Dr. Bill Greenwalt is the coordinator for both the Mental Health and Marriage & Family Therapy Programs. The program coordinator teaches at least six hours in graduate courses per semester. Dr. Greenwalt has almost 30 years of clinical counseling experience, is licensed in Kentucky, Florida and Texas as an LMFT and is licensed in Mental Health Counseling in Florida. He is a National Certified Counselor and a Certified Clinical Mental Health Counselor.

DOCUMENTATION:

1. Faculty Vita, Bill Greenwalt. Appendix O, pp. 15-20.
2. Job Description, Coordinator of Mental Health and Marriage & Family Therapy Programs. Appendix X, pp. 1-2.
3. **a core faculty member is identified as the clinical coordinator for the academic unit and/or program who:**
 - a. **is responsible for the coordination of all clinical experiences in each counselor education program for which accreditation is sought,**
 - b. **is the individual to whom inquiries regarding clinical experience are referred, and**
 - c. **has clearly defined responsibilities as clinical coordinator.**

RESPONSE:

Dr. Bill Greenwalt is the clinical coordinator for both the Mental Health and Marriage & Family Therapy Programs. According to the clinical coordinator job description, the coordinator will: “Coordinate student placement and utilization at the various Practicum and/or Internship sites;” “Coordinate an orientation, assistance, consultation and professional development experience for site supervisors;” and “Coordinate, conduct and document findings of formal follow-up studies of clinical site supervisors to assess their perceptions and evaluations of major aspects of the program at least once every three years.”

According to the clinical coordinator job description, the coordinator will: “Respond to all institutional requests or inquiries related to the clinical experience in the degree programs;” and furthermore the coordinator will: “Respond to all student requests of inquiries about clinical experience within the degree programs;” Finally, the coordinator will: “Respond to all agency and/or private inquiries about the use of practicum and/or Internship students of the programs.”

DOCUMENTATION:

1. Faculty Vita, Bill Greenwalt. Appendix O, pp. 15-20.

2. Job Description, Clinical Coordinator of Mental Health and Marriage & Family Therapy Programs. Appendix X, pp. 3-4.
4. **if the counselor education academic unit operates a clinical facility, there must be a facility director who:**
 - a. **is responsible for the overall operation of the facility,**
 - b. **has identified responsibilities, and**
 - c. **works closely with the clinical coordinator.**

RESPONSE:

The Department of Counseling and Student Affairs at Western Kentucky University does not currently operate a clinical facility.

C. The counselor education academic unit may employ adjunct and/or affiliate counselor education faculty who:

1. **hold graduate degrees, preferably from CACREP accredited programs;**

RESPONSE:

Western Kentucky University employs the following adjunct professors, who all hold graduate degrees, or higher, from accredited institutions: Adrian D. Buckles, Ph.D., Robert L. Coons, D.Min., Michael V. Farina, Ed.D., Lance R. Heffer, Psy.D., Gail Martin, M.A., Richard L. Mason, Ph.D., Paula R. McCaghren, Ed.D., Edward J. Morris, Ph.D., Howard S. Rosenblatt, Ph.D., Vivian Simmons, M.A., B.S., Cynthia L. Trumbo, Ph.D., Tracey L. Wyatt, Ph.D., Joseph Yazvac, Ed.D.

DOCUMENTATION:

1. Adjunct Faculty Vitas. Appendix Q, pg. 1-50.

2. **have relevant preparation and experience in the assigned area of teaching;**

RESPONSE:

All teaching assignments are based on the individual's relevant training, supervision and experience.

DOCUMENTATION:

1. Adjunct Faculty Vitas. Appendix Q, pg. 1-50.

3. **identify with the counseling profession through memberships in appropriate professional organizations (i.e., ACA and its divisions, branches, and affiliate organizations) and appropriate certifications (e.g., NCC) and/or licenses (e.g., LPC) pertinent to the profession; and**

RESPONSE:

The adjunct faculty of the Counseling and Student Affairs program of Western Kentucky University maintains memberships in multiple professional organizations and have obtained multiple certifications.

Dr. Adrian Dale Buckles has no certifications, although he is a member of the following professional organizations; National Association for Student Personnel Administrators, Kentucky Association of Secondary and College Admission Counselors and American Association of College Registrars and Admissions Officers.

Dr. Robert L. Coons has no certifications and is not a member of any professional organizations.

Dr. Michael V. Farina has no certifications, although he is a member of the following professional organizations; American Psychological Association and American Association on Mental Retardation.

Dr. Lance R. Heffer has no certifications and is not a member of any professional organizations.

Sylvia G. Martin has the following certifications; Kentucky Certified Professional Counselor and Nationally Certified Counselor. She is a member of the following professional organizations; American Counseling Association and Kentucky Counseling Association.

Dr. Richard L. Mason has the following certifications; Kentucky Certified Alcohol and Drug Counselor. He is not a member of any professional organizations.

Dr. Paula R. McCaghern has no certifications and is not a member of any professional organizations.

Dr. Edward J. Morris has no certifications and is not a member of any professional organizations.

Dr. Howard S. Rosenblatt has the following certifications; Licensed Psychologist in North Carolina. He is a member of the following professional organizations; National Association of Student Personnel Administrators, American Counseling Association, American Psychological Association, Phi Delta Kappa and Kappa Delta Pi.

Vivian Simmons has no certifications and is not a member of any professional organizations.

Dr. Cynthia L. Trumbo has no certifications, although she is member of the following professional organizations; Kentucky Association of Counseling and Development and Kentucky Association for Gifted Development.

Dr. Tracey Wyatt has no certifications, although he is a member of the following professional organizations; American Counseling Association.

Dr. Joseph Yazvac has the following certifications; National Certified Counselor and Certified Professional Counselor in Kentucky. He is a member of the following professional organizations; American Counseling Association, Kentucky Counseling Association, American Mental Health Counselors Association, Green River Counseling Association, American College Counseling Association, Kentucky College Counseling Association, College Personnel Association of Kentucky, Association for Spiritual, Ethical

and Religious Values in Counseling, American Association of Collegiate Registrars and Admissions Officers, Kentucky Association of Collegiate Registrars and Admissions Officers, Kentucky Association for Institutional Research, Southeastern Association for Institutional Research and Kentucky College Network for Substance Abuse Prevention.

DOCUMENTATION:

1. Adjunct Faculty Vitas. Appendix Q, pg. 1-50.

4. understand the mission, goals, and curriculum of the program.

RESPONSE:

In August, 2003, an Adjunct Coordinator was appointed. This core faculty member is communicating with adjuncts on a wide variety of issues, including syllabus consistency, grading policies, and documentation for both NCATE and CACREP accreditation bodies. This position is evolving and has a core directive consistent with C-4.

At the April 28, 2004 faculty meeting, the core faculty voted to require all adjuncts to demonstrate an understanding of the mission, goals, and curriculum of the program with the following:

- a. Pass the equivalent of the graduate orientation information and quiz assignment as administered to students in CNS 550 and 560;
- b. Current adjuncts are verified as understanding the mission, goals, and curriculum of the program by the extension campus coordinator or the adjunct coordinator via interview;
- c. new adjuncts will be oriented to the mission, goals and curriculum of the program by the adjunct coordinator.

DOCUMENTATION:

1. Faculty Minutes – April 28, 2004, Appendix H, pp. 41-42.

D. During the three-year period preceding the date of application for program accreditation, core faculty should have engaged in activities of ACA and/or other professional activities including all of the following:

- 1. development/renewal (e.g., attended appropriate professional meetings, conventions, workshops, seminars);**

RESPONSE:

The faculty of the Department of Counseling and Student Affairs routinely engages developmental and renewal activities.

Dr. Don Dinkmeyer, Jr.

2003-04: He participated in the College of Education Sabbatical Committee, the WKU Faculty Continuance and Grievance Committee and was the Chair of the Search Committee for the Counseling and Student Affairs Department.

2002-03: He took part in STEP parent education workshops across the country, which was NBCC and NCFR CEU-approved, as well as being the co-leader of the National STEP parent education training of trainers workshop and co-presented a program on Training in Marriage Enrichment at the Smart Marriages Conference. In the same year, he was an alternate on the College Sabbatical Committee, participated in WKU Faculty Continuance and Grievance Committee, was the Chair of the Search Committee for the Counseling and Student Affairs Department and participated in the Academic Program Review Committee.

2001-02: He presented the keynote speech for the Ohio State Counselors Association and presented STEP parent education workshops across the nation. He also Co-chaired the Counseling and Student Affairs Unit Advisory Council.

Dr. Bill Greenwalt

2003-04: He participated in the University Senate, the University Senate Committee, the Faculty Welfare Committee, the Departmental CACREP Self-study Committee, the Departmental Family Clinic Committee and Co-chaired the Departmental Faculty Search Committee.

2002-03: He presented "Using Threaded Discussions in Online Instruction" at the 14th International Conference on College Teaching and Learning. He presented the same at the 2003 Kentucky Conference on the Scholarship of Teach and Learning: Engaging the Learner. He presented "Panel Discussion on Distance Education within Kentucky" at the 2003 Kentucky Conference on the Scholarship of Teaching and Learning: Engaging the Learner and presented "Using Threaded Discussions in Black Board" at Western Kentucky University Summer Camp. He taught a course on Family Violence at the Institute of Psychotherapy in Moscow, Russia. He was a member of the Owensboro Diocese Sexual Abuse Council. He worked with HB 843 commission on work relating to mental health issues within the Commonwealth. He presented three workshops on KAIZAN to Air Guard, worked with CHA Health, Senator Guthrie and Ronny Pryor to resolve mental health provider issues and worked with the Kentucky Commissioner of Insurance to include all licensed mental health providers. He also participated in the Faculty Senate Committee, the Faculty Welfare Committee, the College of Education program evaluation team for NCATE, the Senate Executive Committee, the College of Education Graduate Curriculum Committee, the Mental Health Study Committee, the Kentucky Department of Mental Health and Mental Retardation Workgroup and the Department of Counseling and Student Affairs Faculty Search Committee.

2001-02: He presented "Integrating Couples Communication and Choice Theory" at the Reality Therapy/Choice Theory International Conference, presented "Ethical Issue in Reality Therapy/Choice Theory" at the Reality Therapy/Choice Theory International Conference and presented "Caffeine:

America's Drug of Choice" at the Kentucky Association of Marriage and Family Therapy. He was a member of the Kentucky Workforce Committee, President of the Board of the Barren River Area Safe Space and a member of the Board of the Mental Health Coalition of Kentucky. He worked with HB 843 Mental Health Commission, was a member of the Review Committee for Sexual Abuse for the Diocese of Owensboro and Chair of the Compliance Subcommittee, was a member of the Kentucky Foundation for Health and a member of the Regional Mental Health Team. He was a member of the College of Education Curriculum Committee, a member of the Faculty Senate Committee, a member of the Regent's Advisory Committee, chaired Departmental Committee studying the Mental Health Program and was an external reader of doctoral dissertation from the Southern Baptist Theological Seminary.

Dr. Aaron Hughey

2003-04: He reviewed "Appraisal Procedures for Counselors and Helping Professionals, 5th ed." And developed and implemented evaluation procedures for TRIO workshops. Presented "IDEA Law Reauthorization" at the annual meeting of the Kentucky Counseling Association and presented "Advanced Supervision for Experienced Leaders" at the Leadership Development Conference. He presented "Teamwork and Communication" at David T. Wilson Elementary School, presented "Enhancing Project Effectiveness through Leadership" at the TRIO Training Workshop. He presented "Communications Skills" to associates of Sumitomo Inc. He conducted a variety of workshops/training sessions for the Center for Training and Development. He presented a staff development session on teamwork to the staff of the Preston Center, presented a staff development session on "Teamwork and Communication" to the staff of Facilities Management and presented "Advanced Supervision for Experiential Leaders" to the management of Bowling Green Municipal Utilities. He was a member of WKU's Women's Studies Program Faculty Steering Committee, a member of the Graduate Programs Committee, College of Education and Behavioral Sciences, a member of the Curriculum Committee, a member of the International Programs Committee, a member of the Search Committee, chaired the Search Committee for Counseling and Student Affairs and was a member of WKU's Residency Committee.

2002-03: He developed and implemented evaluation procedures for TRIO workshops. He reviewed outline and prospectus for the proposed text book; "A Socio-moral Approach to Career Development and Vocational Guidance in the 21st Century Elementary Schools". He reviewed an outline and prospectus for the proposed text book; "Case Conceptualization and Treatment Planning". He completed a review survey for "The Role of Work in People's Lives". He reviewed "The Elements of Group Work" and reviewed a manuscript submitted for potential publication in "Research for Educational Reform". He presented "Leadership and Supervision" to the Kentucky Association of Blacks in Higher Education, he delivered a keynote address at the Leadership Metcalf County initial meeting, presented "Diversity

in the Workplace” at the Fall 2002 meeting of the Kentucky Association of Student Financial Aid Administrators, co-presented “Using Early Recollections as a Family Therapy Tool” at the 45th Annual meeting of the Kentucky Counseling Association and presented “Time Management” at the Spring 2003 meeting of the Kentucky Association of Student Financial Aid Administrators. He presented “Learning Styles” to a UC 101 class at the Bowling Green Community College and he presented “Personality Testing” to a UC 101 class at the Bowling Green Community College. He presented “The WKU Center for Training and Development” to the Bowling Green Chamber of Commerce. He presented “Finding the Leader Within” to the members of the 2002-03 class of Leadership Metcalf County. He presented “Teamwork” to participants in the Bowling Green Housing Authority’s “Reach Higher” program. He presented “How to put Your Business on the Web: A Step-by-step Workshop for Getting Online” for the Knicely Institute for Economic Development. He presented “Assessing Employee Needs” at Southwire Company. He was a member of WKU’s Residency Committee, a member of WKU’s Women’s Studies Program Faculty Steering Committee and a member of the Adult Needs Grant Proposal Development Group.

2001-02: He completed a review of a manuscript for a proposed textbook; “Cultural Career Counseling: Adapting Current Theories to Meet the Needs of Multicultural Clients”. He developed and implemented evaluation procedures for TRIO workshops. He presented “IED Technical Assistance” at the 2002 Economic Development Administration’s Annual University Center’s meeting, he co-presented “Legal Updates: What’s Happening in Post-secondary Education” at the 2002 College Personnel Association of Kentucky, he co-presented “Implications of Cross-sectional Study of Secondary School Counselor’s Views” at the 2002 Kentucky School Counselor Association and presented “Regional University’s Commitment to Workforce Development” at the 2002 Leadership West Kentucky Summit. He presented “Behavior Management of Children” to parents at Bristow Elementary School. He conducted training sessions for WKU’s Center for Training and Development. He presented “Team Management Training” for WKU’s Institute for Economic Development. He presented “Effective Management for Supervisors” to mid-managers of Goodwill Industries. He presented “Conflict Resolution” to WKU’s Division of Student Affairs and Campus Services. He presented “Team Building Training” for WKU’s Institute for Economic Development. He presented “Customer Service/Conflict Resolution” to the WKU Preston Center staff. He facilitated an inaugural meeting for the WKU Center for Training and Development’s Advisory Board. He participated in “Training Roundtable” for Insight Communications. He organized and facilitated “The Future of Corporate Training and Continuing Education in the New Economy” at a conference for WKU’s Center for Training and Development and Division of Continuing Education. He was a member of WKU’s Women’s Studies Program Faculty Steering Committee, a member of the WKU Admissions Advisory Training

Committee, a member of WKU's Residency Committee and a member of the WKU Learning Center Advisory Committee.

Dr. Cynthia Mason

2003-04: She presented "The History and Importance of Professional Development for Educators", "An Examination of Iowa Secondary School Counselor's Views Concerning the Importance of Their Counseling Functions" and "Administrators and Their Impact on School Guidance Programs". She was a consultant to the principal at Parker-Bennett Curry School. She chaired the Admissions Committee, was a departmental representative to the CEBS Graduate Program Committee, she was at-large senator of the College of Behavioral Sciences and a member of the University Curriculum Committee. She was a member of the Doctrinal Committee for Anthony Sanders. She chaired the Specialist Committee for Bryan Claiborne, Verna Clifford, Christine Madden, Michael Sprague and Susan Berry. She was a member of the Search Committee for the Department Chair of the Department of Counseling and Student Affairs. She was a departmental representative on the College of Education Alternate Admissions Committee, she was on the Education Committee and the Spiritual Adventure Team of the State Street Baptist Church.

2002-03: She presented "The History and Importance of Professional Development for Educators", "An Examination of Iowa Secondary School Counselor's Views Concerning the Importance of their Counseling Functions" and "Administrators and their Impact on School Guidance Programs". She presented a workshop for parents at Parker Bennett Elementary School focused on fighters, bullies and trouble-makers at school. She presented a speech for parents and students at the Parker Bennett Elementary School entitled "Enhancing Academic Achievement". She was a consultant at Parker Bennett Elementary School to enhance parental involvement in the school. She chaired the Admissions Committee for the Department of Counseling and Student Affairs, she was the departmental representative to the CEBS Graduate Programs Committee, she was departmental representative to the Faculty/professional Staff Advisory Council, she was at-large senator for the College of Education and Behavioral Science. She was a member of the Doctoral Committee for Anthony Sanders. She was the chair of the Specialist Committee for Bryan Claiborne and Verna Clifford. She was a member of the Specialist Committee for Christine Madden, Michael Sprague and Susan Berry. She was a member of the Search Committee for Associate Dean for the College of Education and Behavioral Science. She was a member of the Search Committee for Associate/assistant Professor for the Department of Counseling and Student Affairs. She was a member of the Award Committee for the College of Education and Behavioral Science and a member of the University Curriculum Committee. She was a member of the Education Committee of the State Street Baptist Church.

2001-02: She presented "The History and Importance of Professional Development Educators", "An Examination of Iowa Secondary School Counselors' Views Concerning the Importance of their Counseling Functions"

and “Administrators and their Impact on School Guidance Programs”. She presented “The Implications of a Cross-sectional Study of Secondary School Counselors’ Views” and “The Essence of Transforming the School Counseling Program” at the Kentucky Counseling Association Fall Conference. She presented a workshop for parents and faculty at Parker Bennett Elementary School entitled “Raising Children in Troubled Times”. She was a consultant to both the Parker Bennett Elementary School and the Kentucky School Counseling Initiative. She chaired the Admissions Committee for the Department of Counseling and Student Affairs. She was the Departmental representative to the CEBS Graduate Programs Committee, the departmental representative to the Faculty/professional Staff Advisory Council and an Alternate Departmental Senate Representative. She was a member of the Doctoral Committee for Anthony Sanders. She chaired the Specialist Committee for Bryan Claiborne and a member of the Specialist Committee for Christine Madden. She was on the Education Committee for State Street Baptist Church.

Dr. Neresa Minatrea

2003-04: She created, edited and assembled a Student and Instructor’s Workbook for CNS 555, Social and Cultural Diversity course. She created, edited and assembled a Student and Instructor’s Workbook for CNS 667, Substance Abuse Counseling course. She presented a workshop for the Speakers Bureau in Bowling Green, KY. She presented a workshop on Pet Therapy and a workshop on Supervising Graduate International Students. She was a member of the Undergraduate Curriculum Advisory Committee for the College of Education and Behavioral Science and a member of the Dean’s Advisory Committee for the College of Education and Behavioral Sciences.

2002-03: She developed a Drug and Alcohol Awareness Game, edited an article for resubmission on antecedents of alcohol abuse in 10-19 year old girls and edited a group exercises workbook. She wrote, edited and assembled a Student/Instructor’s Workbook for a Group Counseling course and created, edited and assembled a Student/Instructor’s workbook for CNS 559, Counseling Techniques course. She researched and provided a proposal for creating a supplementary CD for the 2nd edition of “Developmental Strategies for Helpers”. She presented workshops, presentations and talks through the Speakers Bureau in Bowling Green, KY. She was a member of the Mental Health Programs Review Committee, the Undergraduate Curriculum Advisory Committee and a Dean’s Advisory Committee Alternate, all in the College of Education and Behavioral Sciences.

2001-02: She developed a Drug and Alcohol Awareness Game, edited an article for resubmission on antecedents of alcohol abuse in 10-19 year old girls and edited a group exercises workbook. She edited a Group Exercises workbook for students in the Group Counseling course. She wrote, edited and assembled a Student/Instructor’s workbook for CNS 554, Group Counseling course and wrote, edited and assembled a Student/Instructor’s workbook for CNS 559 Counseling Techniques course. She presented a workshop, presentations and talks through the Speakers Bureau in Bowling Green, KY.

She was a member of the Mental health Programs Review Committee, the Undergraduate Curriculum Advisory Committee, and a Dean's Advisory Committee Alternate, all in the College of Education and Behavioral Sciences. She was also an NCATE Staff Development Committee member.

Dr. Donald Nims

2003-04: He presented "The Danger of Compulsive Gambling", "The Effects of Military Deployment /Separation on Service Members and their Families" at the Kentucky Counseling Association Annual Conference, and "Mental health Issues with Children and what You can Do" at the Kentucky Counseling Association Annual Conference. He presented "Solution Focused Play Therapy" at the Kentucky School Counselors Annual Conference. He presented "Using Puppets in Solution-Focused Brief Counseling" to the Kentucky School Counselors Association. He presented a leadership skills training workshop to the Hart County/ Caverna Middle Schools Teen Leadership class. He presented "Self-care for the Caregiver" to hospice of South Central Kentucky. He was a consultant for mental health counseling issues for the Glasgow Community Medical Center, a consultant on clinical services to children at Phoenix IMPACT Plus. He was an alternate to the University Senate from the Department of Counseling and Student Affairs and an alternate member of the College of Educational and Behavioral Sciences Faculty Awards Committee.

2002-03: He presented "When We Hurt: Tragedy and Triumph in Job" at the 67th Annual Bible Lectureship. He presented "Using Early Recollections as a Family Therapy Relationship Tool" to the Kentucky Counseling Association Annual Conference. He presented "Mental Health and Children" at Choices and Changes: Discovering New Opportunities. He presented a workshop on multicultural and diversity issues at Red Cross Elementary School, co-facilitated a workshop "Transforming School Counseling". He presented "Self Care for the Caregiver" to Hospice of South Central Kentucky. He was a consultant in mental health counseling issues for the Glasgow Community Medical Center. He was a consultant on clinical services to children at Phoenix IMPACT Plus. He was a member of the CEBS Curriculum Committee, the CEBS Graduate Program Committee, the Search Committee for CEBS Associate Dean for Administration/Budget and a member of the Search Committee, CEBS Grants Administrator.

2001-02: He submitted for publication; "Career Interest and Sexual Orientation: A Study of the SDS and the COPS". He had accepted for publication "A Collaborative Psycho-educational Group Work Training Program for Residential Workers in the Juvenile Justice Center" and "Using Early Recollections as a Family Therapy Relationship Tool". He presented "Counseling: The Kentucky Story" to the American School Counselors Association Annual Conference. He presented "Attention Deficit Hyperactivity Disorder in Children and Adolescents: A Group Intervention" to the Kentucky Counseling Association Annual Conference. He presented "An Examination of Kentucky Secondary School Counselor's Views Concerning the Importance of their Counseling Functions" to the Kentucky

Counseling Association Annual Conference. He presented “The Baby Boomer Blues: Counseling Issues” to the Kentucky Mental Health Counselors Association Annual Conference. He presented the workshop “Systematic Training and Effective Parenting” to the Parent education group at Barren County Middle School. He presented the workshop “Attention Deficit Hyperactivity Disorder: What is it and what can We do About it?” to the parent education group at Barren County Middle School. He presented the workshop “Self-care for the Volunteer”. He was a consultant on clinical services to children at Phoenix IMPACT Plus. He was a member of the Grants and Development Committee, the College Curriculum Committee and the Graduate Curriculum Committee, all within the College of Education and Behavioral Sciences. He chaired the Comprehensive Examination for the Counseling Programs.

Dr. Vernon Lee Sheeley

2003-04: He co-presented a paper “IDEA Law Reauthorization” at the Kentucky Counseling Association Fall Conference. He is a member and vice chair of the WKU ADA Policy Advisory Committee, at-large member, Senate and member of the University Curriculum Committee, and a member of the College of Education and Behavioral Sciences Curriculum Committee.

2002-03: He presented “Narrowing the Reach of the Disability Law” at the Kentucky Counseling Association Fall Conference, and he presented “IDEA Reform and Renewal: What’s Ahead?” at the Kentucky School Counselor Association Conference.

2001-02: He presented a paper entitled “Student Peer sexual Harassment: A Landmark Court Case Study” at Greensboro, NC, “Celebrating the Human Spirit: A Fireside Chat with some Sages of Group Work” at San Antonio, TX and “In Kentucky, there is a New Career Decision Player in Town” at the National Career Development Association Conference. He co-presented a paper entitled “A Conversation with Sheeley and Schnacke about K-14 Legal Issues” at the Kentucky Counseling Association Annual Conference. He presented “Safe-Guarding Student Lives, Safe-Guarding School Rights” at the Kentucky School Counselor Association Spring Conference. He presented a three hour legal issues workshop for Warren County elementary school counselors at Cumberland Trace Elementary School. He presented “Transitioning with Learning Disabled Students” workshop at the Kentucky Association for Higher Education and Disabilities Conference. He was member and vice-chair of the WKU ADA Policy Advisory Committee, the chair of the Department of Educational Leadership Library Services Committee, a member of the University Libraries Advisory Committee, a member of the CEBS Teaching, Research and Public Service Faculty Excellence Awards Committee, the senior member and chair of the Department of Educational Leadership Tenure and Promotion Committee and a member of the Counseling Programs Admissions Committee.

DOCUMENTATION:

1. Faculty Management Information Sheets. Appendix T, pp. 1-75.

2. research and scholarly activity; and

RESPONSE:

The following faculty in the Counseling and Student Affairs Department at Western Kentucky University have written extensively, including articles, book chapters and books; Dr. Kelly M. Burch-Ragan, Dr. Don C. Dinkmeyer Jr., Dr. Bill C. Greenwalt, Dr. Aaron W. Hughey, Dr. Cynthia P. Mason, Dr. Neresa B. Minatrea, Dr. Donald R. Nims, Dr. W. Wayne Rickard, Dr. Vernon L. Sheeley, Dr. Fred E. Stickle and Dr. Jerry R. Wilder.

DOCUMENTATION:

1. Fulltime Faculty Vitas. Appendix O, pp. 1-96.

3. service (e.g., program presentations, workshops, consultations, speeches, and direct service).

RESPONSE:

All full time faculty of the Counseling and Student Affairs department regularly undertake service projects including program presentations, workshops, consultations, speeches and direct service. These activities are documented by the University on a yearly basis in Faculty MIS reports.

DOCUMENTATION:

1. Faculty Management Information Sheets. Appendix T, pp. 1-75.

E. Adequate clerical assistance, technical equipment and support, software, and training are available to support faculty activities and the operations of the program and are commensurate with similar graduate programs.

RESPONSE:

The unit has full time clerical assistance from the program secretary, Ms. Belinda Wisdom. Ms. Wisdom provides clerical support to the program coordinators and faculty. The unit also employs three part time graduate assistants; Shaun Ketterman, Atsuko Nakata and Ryana Severance, as well as a part time student worker; Lori Grosnik.

DOCUMENTATION:

1. Department Clerical Assistance Documents. Appendix AA, pg. 3-14.

F. Program faculty members are assigned to provide classroom and clinical instructional services only in areas for which they have demonstrated knowledge and skills.

RESPONSE:

Course assignments are made in consultation with the faculty member and are dictated by the faculty member's areas of expertise as demonstrated by their academic coursework, supervised activities, and relevant experience in the specific area of question. The unit enjoys excellent professional diversity from its faculty. Specific expertise within the faculty includes: drug and alcohol counseling, adolescent counseling, family violence counseling, play therapy, parenting issues, marriage therapy, cultural diversity counseling, community mental health counseling, specialization in various theories and many others.

DOCUMENTATION:

1. Faculty Vitas. Appendix O, pp. 1-96.
2. Course Syllabi. Appendix N, pp. 1-104.

- G. The counselor education academic unit has made systematic and long-term efforts to attract and retain faculty from different ethnic, racial, gender, and personal backgrounds representative of the diversity among people in society.**

RESPONSE:

The Department of Counseling and Student Affairs fully supports and follows the University Policy on hiring and retaining a diverse faculty. This academic year three new faculty were hired within the department: one African American male, one Hispanic female and one white female. The faculty searches were advertised within predominately African-American publications to seek minority applicants.

The Department of Counseling and Student Affairs currently employs four female faculty out of a total of thirteen full-time professors, one of which is African-American. Furthermore, out of twenty adjunct faculty, the unit includes nine female professors. The new faculty hires will assist in adding further diversity. While the faculty does not represent the full range of ethnic or racial diversity, we most assuredly present our students with diversity of geographic origin, gender, ideology, personal values and a wealth of personal background.

DOCUMENTATION:

1. Faculty Positions Legal Hiring Guidelines. Appendix JJ, pp. 1-3.
2. Guidelines for Position Announcements. Appendix JJ, pp. 4-7.
3. Statement of Compliance. Appendix JJ, p.8.
4. Human Resources Policy #20-120. Appendix JJ, pp. 9-13.
5. Fulltime Faculty Vita. Appendix O, pp. 1-96.
6. Optionally Retired Faculty Vita. Appendix P, pp. 1-17.
7. Adjunct Faculty Vita. Appendix Q, pp. 1-50.

- H. Adequate assistance, including technical support and professional development activities, is available for faculty members who are engaged in distance learning.**

RESPONSE:

The Counseling and Student Affairs Program is provided with excellent resources by Western Kentucky University to assist those professors engaged in distance learning. The University maintains both a twelve-seat and a sixteen-seat faculty development facility where professors are instructed through technology workshops. These workshops are offered multiple times monthly, on a regular basis. General access computer labs are also available at many extended campus sites. The University has ITV classrooms at all extended campuses. Occasionally, courses are offered by means of ITV technology.

DOCUMENTATION:

1. Academic Technology Overview, <http://atech.wku.edu>. Appendix LL, p.1.