

THE CALENDAR CONNECTION



FEBRUARY, 1989

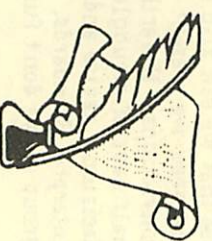
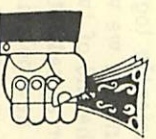
FEBRUARY 1 Applications for Team Member Training in Boston due into CACREP office
FEBRUARY 15 Off-Provisional Requests and Materials Due

MARCH, 1989

MARCH 11-14 CACREP Board of Directors Meeting in Boston
MARCH 15-18 AACD ANNUAL CONVENTION
On-site Team Member Training
On-site Team Chair Training
Content Session
Booth/information dissemination

MAY/JUNE, 1989

MAY 1 Annual Continuation Forms/Fees Invoices Mailed to Institutions
MAY/JUNE Self-studies due into CACREP office for a Spring, 1990 decision



**INSIDE
CONNECTION**

1
1
1
1
1
1
1
1

CALENDAR
CHAIR REPORT
DECISIONS
TIMELINE
OFFICE NOTES
AACD PREVIEW

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**CACREP
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COUNCIL FOR ACCREDITATION OF COUNSELING
AND RELATED EDUCATIONAL PROGRAMS



CACREP
CONNECTION

FALL, 1988

COUNCIL FOR ACCREDITATION OF COUNSELING AND RELATED EDUCATIONAL PROGRAMS



FROM WHERE I SIT...

Preparing to Chair my first meeting of the Council for Accreditation of Counseling and Related Educational Programs (CACREP) proved to be an eventful experience. Having successfully gained COPA recognition, attained a permanent headquarters in Alexandria, VA, and begun our second cycle of accreditation reviews, CACREP must now maintain and continue in positive growth. We, too, must enter the second stage in our development.

Chairing such a diverse group as those currently serving on the CACREP Board can be a real challenge. However, it is also a rewarding experience when I can see that we can also operate efficiently together. We disagree; we present diverse opinions; we vote our convictions. Nevertheless, at the end of two and a half days of struggle, we render accreditation decisions, revise and/or develop new policies, and interpret Standards. We must function as a cohesive group or we don't function at all.

In addition, interest in CACREP and our standards for counseling and human development specialist programs has continued to increase. This was evidenced by the number of applicants for the Team Member Training Session held at the ACES Conference. As always, we had a waiting list. Furthermore, there were numerous programs presented on the various aspects of CACREP's accreditation process - in addition to the program hosted by the CACREP Executive Council.

As we prepare for the Spring meeting at the AACD Convention in Boston, we should strive to maintain quality in counselor education programs and promote credibility for the profession. I look forward to a productive term.

Sincerely,

Joseph R. Kandor

ST. LOUIS UPDATE



Interest in CACREP and its accreditation process was high at the ACES Conference in St. Louis.

JOE KANDOR and NICK VACC conducted initial Team Member Training for new on-site team members on Friday, October 7. The workshop consisted of discussion of the team's role in the accreditation process, interviewing skills, handouts, and experiential role play. Plans to develop the training into a longer program are presently underway.

Those selected to participate in the workshop included: DR. KEITH BYRD, Auburn Univ.; DR. "SKIP" HOLMGREN, Sonoma State Univ.; JOHN W. PORTER, D.C. Public Schools; DR. KATHIE BARRETT-KRUSE, Western Illinois Univ.; DR. LARRY GERSTEIN, Ball State Univ.; DR. JANET FONTAINE, Moorhead State Univ.; DR. GLEN HENDREN, Mississippi State Univ.; DR. LOU ANN GILCHRIST, N.E. Missouri State Univ.; DR. THOMAS TROTTER, Indiana State Univ./South Bend; DR. DAVID KENDALL, SUNY/Brockport; DR. J. SCOTT HINKLE, UNC-Greensboro; DR. ROBERT WILSON, Univ. of Cincinnati; DR. ZANDOR PONZO, Univ. of Vermont; DR. FRED T. BADDERS, Appalachian State Univ.; DR. ROBERT F. ERK, Univ. of Tennessee/Martin; DR. CYNTHIA BALDWIN, Univ. of Nevada/ Reno; DR. WALT POWERS, Eastern Washington Univ.; and DR. ARLEEN LEWIS, Western Washington Univ.

SEE PAGE 6 FOR INFORMATION ON
FUTURE TRAINING SESSIONS.



COUNCIL RENDERS DECISIONS

The Council for Accreditation of Counseling and Related Educational Programs (CACREP) met for its Fall meeting, October 4-6, 1988, in St. Louis, Missouri for the purpose of rendering accreditation decisions. The revised list of accredited programs will be available in January. The following decisions were made with respect to programs completing the initial accreditation review process:

Pittsburg State University (KS) Provisional Accreditation until 1992 CC program

Decisions for second-cycle accreditation reviews:

Georgia State University Provisional Accreditation until 1992 CC, SC, SP, CE:PhD

Ball State University Extension granted until Spring meeting CC program

SC program withdrawn from review

University of Washington Denial of Accreditation SC, CE:PhD programs

Decisions rendered for Provisionally Accredited programs:

San Francisco State University Removal of Provisional - accredited until 1994

University of Akron Extension of Provisional until 1991

University of Hawaii Extension of Provisional until 1990

KEY: CC (Counseling in Community/Agency Settings); SC (School Counseling); SP (Student Personnel Services in Higher Education); CE (Counselor Education/Supervision)

POLICY CHANGES

The following policy changes were adopted by the Council in an effort to provide clarification and to streamline office procedures:

1) ANNUAL CONTINUATION FEE/REPORTS SUBMISSION:

Accredited status does not lapse because programs are undergoing subsequent review periods (e.g. second cycle, third cycle, etc.); therefore, institutions are responsible for submission of annual continuation fees and annual report forms even during years when accreditation application fees and on-site visit expenses are incurred.

2) APPLICATION FEE SUBMISSION POLICY:

Application fees are applied to the costs incurred during Eligibility Review of a self-study document submitted to the Council for Accreditation of Counseling and Related Educational Programs (CACREP). The Application Fee should be submitted with the self-study. These fees should not be considered a deposit if received prior to the self-study. Therefore, if a period of more than three (3) months should elapse between receipt of the Application Fee and the self-study document, a new application fee must be submitted. All Application fees are non-refundable. If a fee increase is to become effective during the three months grace period, then the fees currently in effect when the self-study is received will be required.

3) COMPLETION OF REVIEW PROCESS/SCHEDULE FOR CACREP ACCREDITATION REVIEW:

Institutions submitting a self-study for initial Council accreditation review should expect to complete the process (minus the Board's final decision making process) within one (1) year. Institutions should provide documentation that deficiencies in the program(s) have been rectified within six (6) months after receiving the Review Subcommittee's concerns. Institutions should provide further clarification/documentation within two (2) months after receiving the Review Subcommittee's concerns. An on-site visit should be established within three (3) months, if the documentation is approved.

SEE PAGE 4 FOR THE NEW "GENERAL SCHEDULE FOR CACREP ACCREDITATION REVIEW PROCESS"

4) EXTENSION INCLUDED IN ACCREDITATION CYCLE:

An institution is permitted no more than **seven (7)** years of accreditation per cycle. However, the Council may choose to grant an extension of accredited status. Upon the favorable completion of the (second cycle, third cycle, etc.) accreditation review process, the institution's period of accreditation would include the extension time - for a total of no more than seven (7) additional years of accreditation.

General Schedule for CACREP Accreditation Review Process

Schedule for Spring Decision		Schedule for Fall Decision
May/June	Institution seeking accreditation submits self-study document and accreditation application fees to the CACREP office. Eligibility decision is reached. Program's CACREP liaison is informed of decision	August September
August	Council subcommittee review completed and institution forwarded reviewers' comments and/or concerns	December
October 1	CACREP office receives institution's response to reviewers' concerns. Institution informed of recommendation for on-site visit or for institution to withdraw program(s) from review. Potential team members' names included	February 1
October	Potential visitation dates and choices for team members/chair due in to CACREP office	February
November December	Site visits established institution receives confirmation from CACREP institution mails out self-study and addendums to visiting team members institution hosts on-site visit	April/May
December	On-site team's report due in CACREP office then forwarded to institution's CEO, Dean, and Department Chair (Team's report due within two weeks of visit)	May
February 1	Institution's response to on-site visiting team's report due in to CACREP office within 30 days from receipt of team's report by institution. Payment for expenses incurred during on-site visit due in to CACREP office before a decision can be rendered	July 1
February 1	Materials sent to CACREP subcommittee for review	September 1
March	Board of Directors meeting - last chance for institution to withdraw program(s) from review. Institution informed of Council's decision within 2-3 weeks	October
April/May	Appeals period - institution has 30 days from receipt of CACREP's decision in which to appeal	November December
May/June	Publication of results	December

The above deadlines represent the latest dates for submission. Institutions failing to meet established deadlines will revert to the second schedule for receiving the Council's decision. For example, Everybody University, following the Schedule for a Spring Decision, does not respond to the reviewers' concerns by October 1. The institution would revert to the Fall Schedule and must establish a visit date prior to June 1.



JUNE 30, 1988 It was a day to remember!

The final day to submit a self-study document for review under the "old" CACREP Standards arrived with fifteen (yes, 15!) applications beating on the door. This meant that the office now had 15 self-studies to be reviewed, possibly revised and/or reviewed again and then processed for on-site visits. Now that almost six months have passed, I am almost ready to breathe a sigh of relief that the 15 reviews have been completed and that many of the applications have been approved for an on-site visit.

While the onslaught was overwhelming from an administrative point of view, many positive actions have resulted from the extended processing. First, the differences between "good" self-study documents and "unacceptable" self-studies quickly became apparent. The subcommittee reviews consistently noted similar deficiencies, which generally originated from a serious lack of documentation. The reports contained pages of narrative stating "We do this..." or "We do that..." However, supporting documentation for many of the following areas was not included: 1) how core curricular areas were required, 2) that students registered for a specific number of practicum and/or internship hours, 3) that objectives and program goals were published and available for students, 4) that faculty were assigned full-time to the program, or 5) that a program was actually 48 semester hours or 72 quarter hours. Reviewer questions also involved the program(s)' orientation. The Council must question whether CACREP is the appropriate accreditation process for programs which operate and enroll students in a program without having even one faculty member trained or degreed in the specialized field or, which similarly document faculty training in clinical or counseling psychology as opposed to counselor education.

Another positive result of the onslaught was the creation of the timeline for CACREP's accreditation process. This timeline, produced at the insistence of CACREP's Administrative Assistant, Gayla Keese, was designed to realistically portray the entire process and to provide a guide for submission dates. A copy of this timeline is included as page 4. Furthermore, I encourage you to scrutinize the new policies adopted by CACREP and contained on page 3 of this newsletter. The policies were adopted in an effort to provide consistency in our dealings both with new applicants and with programs already accredited. Please call with any questions.

Finally, to all recipients of this newsletter.... Happy New Year!

PUBLICIZING ACCREDITATION DECISIONS

Postsecondary institutions with programs accredited by CACREP must display integrity and responsibility when publicizing their accredited status in promotional literature, brochures, student catalogues, and other official publications.

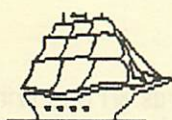
The above statement is the cornerstone for the new brochure available through the CACREP office. Included in the brochure are guidelines for programs both in the process of securing accreditation and those currently accredited. A copy of the brochure has been mailed to all accredited programs and is included in the packet of information mailed with the 1988 Standards Manual. If you wish to receive a copy, contact the CACREP office.

OF ON-SITE TEAM MEMBER INTEREST...

1) During the summer, the CACREP office requested that Team Members who had participated in an on-site visit respond to a questionnaire. The Council requested input as to whether Team Members felt that they should make specific recommendations regarding the granting of Accreditation Status or Denial of Accreditation. At the recent Board Meeting, the Council had an opportunity to review the data as well as utilize reports with and without specific recommendations listed. As a result, the Council voted to maintain the current request that, in addition to specific recommendations regarding program development, Team Members make a recommendation regarding the final accreditation decision.

2) The CACREP office has been busy preparing the new **Team Member Handbook** to be available early next year to all current Team members. Included in the **Handbook** will be helpful information regarding the CACREP accreditation process, responsibilities of the Team, possible questions to ask, On-site pitfalls to avoid, and more. CACREP hopes that the **Handbook** will serve as a helpful resource manual both for those who have already been on a visit and for those recently trained.

3) Also available in the **Handbook** will be copies of the revised Evaluation Forms. The new forms are designed to provide more concrete feedback from the institution regarding individual team member and CACREP office perceptions. In addition, team members will be asked to rate their peers' participation. The Board will provide a rating of the team's final report for future reference.



Join Us in Boston for the 1989 AACD Annual Convention

Mark your calendars for the March 15-18, 1989 AACD Convention. CACREP staff and members of the Board of Directors will be on-hand for a variety of activities designed to better inform counselors and counselor educators about our accreditation process. Exact times and dates have not been established by the Convention office - Look for more details after the first of the year.

ON-SITE TEAM MEMBER AND CHAIR TRAINING SESSIONS

Once again, JOE KANDOR and NICK VACC will be conducting On-site Team Member Training. Participation is by invitation only! Those interested in attending should submit an updated vitae and a letter of application to the CACREP office by February 1, 1989.

The letters of application should include the following: 1) the individual's professional affiliations, 2) documentation of at least three (3) years in a work setting and/or teaching experience in at least one of CACREP's subspecialty areas, and 3) a statement reflecting the individual's personal and professional commitment to accreditation and how he/she would be a benefit to CACREP's process.

FOR THOSE WHO HAVE PARTICIPATED IN AN ON-SITE...

The 1989 On-site Chair Training Session will be hosted by LARRY LOESCH, JOE WITTMER, and CAROL BOBBY. Team Members who have participated in an on-site visit and wish to have additional training in order to qualify to Chair an On-site, should contact the CACREP office.

Invitations will be forthcoming once the CACREP office receives final confirmation regarding the scheduling of the session.

CONTENT SESSION

"CACREP Accreditation: A Catalyst for Growth, Refinement, and Professional Development"

Topics will include information for those beginning the CACREP accreditation process as well as those seeking data regarding accreditation continuation. Program presenters will be JOE KANDOR, MICHAEL ALTEKRUSE, DON LOCKE, and CAROL BOBBY (CACREP's Executive Committee). Be sure to check your Convention Program for the scheduling of this session.

BOOTH

Make plans to stop by the CACREP booth during Convention. Gayla Keese, CACREP's Administrative Assistant will be available during regular exhibit hours to help answer questions and pass out brochures and lists of accredited programs. In addition, members of the Council will be available.

CACREP will also have copies of the July, 1988, Accreditation Procedures Manual and Application for sale at a cost of \$10.00 each.

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