

CPA Counselling Psychology Executive Minutes
Friday, April 20th, 2018

Meeting called to order at 1:09 pm Mountain Time

Present: Anusha, Theresa, Martha, José

Item	Action	Person(s) Responsible
<p>1. Motion to approve the Agenda Motion carried</p>		
<p>2. Motion to approve minutes of previous meetings (January 2018) Motion carried</p>		
<p>3. Business Arising</p> <p>3.1 Update on 2018 CCPC. Conference planning is going well. There were more submissions than anticipated, so it was necessary to expand the program. However, we did not receive SSHRC funding.</p> <p>3.2 Update on 2018 CPA-ICAP conference. We received close to 100 submissions through the Section</p> <p>Section programming at the conference includes: Pre-conference: Co-sponsoring/supporting two workshops Section Meeting: Tuesday, June 26th, 2018 at 1:45pm Section Featured Speaker: Tuesday, June 26th, 2018 at 3pm Dr. Nancy Arthur Section Reception: Tuesday, June 26th, 2018 at 6:30pm</p> <p>Discussion of format of Section Annual Meeting, and Exec member roles at the meeting</p> <p>Discussion of election of new Section Exec members at Annual Meeting: No nominations received so far, but the deadline is coming up (June 1) and people have expressed interest. We also take nominations from the floor.</p>	<p>Anusha will write a brief update for the conference, including a link to the conference registration.</p> <p>Prepare brief reports related to our areas of responsibility, to give at the Section Meeting</p>	<p>Anusha</p> <p>Everyone</p>

<p>3.3 Update on CPA award nominations. Bill Borgen was awarded status of CPA Fellow.</p> <p>Question arose as to whether nominating two people from the section may have been a sub-optimal strategy (in the past we have only nominated one)</p> <p>Anusha sent a notification about the student thesis/dissertation award. Nomination deadline is May 15.</p> <p>3.4 Update on Section Archives. Motion: Chair and Secretary will review the hard-copy materials related to the secretary treasurer’s records, to determine which ones should be scanned and retained, and which ones can be destroyed. Then we will move everything to electronic record only. Motion carried</p> <p>We have not received any information about the terms of reference updates that we submitted to Head Office in 2017</p>	<p>Chair and Secretary will review existing boxes of materials to determine what should be converted to electronic format</p> <p>Anusha will follow up with head office about the status of reviewing/approving our revised TR document, which we sent them in the Fall.</p>	<p>José & Anusha</p> <p>Anusha</p>
<p>4. New Business</p> <p>4.1 Student award. Discussed adjudication of best thesis/dissertation awards, and number of reviewers needed (two or three people should be sufficient)</p> <p>Discussed modifying the process of adjudicating the master’s poster awards to overcome the problems experienced last year, without returning to the difficulties of previous years.</p> <p>Motion to adopt the following procedures for this year:</p> <ul style="list-style-type: none"> - Email notification to all students (and people whose status we cannot determine) who have been accepted to present posters in our section of the existence and eligibility criteria of the award. Requesting that the contact us if they want to opt out of the award process. 	<p>Send call for reviewers for the thesis/dissertation awards, and the poster awards to Section list serve. 2 or 3 reviewers needed to review applications for best thesis/dissertation; 3 or 4 reviewers needed to attend the Section poster session to review posters.</p> <p>Contact previous Member at Large: Awards (Lara Hiseler) to see if we have all the adjudication/evaluation rubrics for the awards</p>	<p>Anusha</p> <p>Martha</p>

<ul style="list-style-type: none"> - Construct the final list of posters to be reviewed using this opt out process (instead of requiring them to opt in) - At the conference, we will have 3 or 4 reviewers (ONE reviewer per poster) who will interact with the student and do a preliminary review of the visual poster, and rate both aspects of the poster - Each reviewer will send their top picks (top 2 PhD; + top 2 Master's) to the Member at Large: Awards, who will use that to create a short-list of candidates. - These short-listed candidates will be asked to submit an electronic copy of their poster for final review by the Member at Large: Awards, in consultation with the rest of the Executive <p>Discussion ensued. It was recognized that the primary disadvantage of the new system is that the awards decisions will be made after the conference. Advantages include the fact that there are fewer barriers to participation (i.e., getting materials beforehand), that the adjudication process will not be rushed, and that there is a relatively low number of posters that each individual reviewer will have to go to, thus, increasing their time to interact with each student.</p> <p>Motion carried.</p> <p>4.2 Website updates. Additional changes/updates to the Section web-site were discussed, including adding information about the Section Student Affiliate Travel award (and confirmation that the award is limited to students who are actually members of our section, not just members of CPA as a whole. Update exec to June 1 nomination deadline, and availability of Review Coordinator, not Awards Coordinator.</p> <p>4.3 Section newsletter Discussion of content of next newsletter. There was a question about whether we would be able to include the complete list of Section programming. We decided to include the information that we have (Section</p>	<p>Create and review list of poster presenters for the Section poster session to screen out non-students.</p> <p>Email everyone on the list to about the poster award and process, and asking them to notify us if they do NOT want to be included</p> <p>Update the Section web-site with Martha's contact information for the thesis/dissertation award, and with this year's protocol for the poster award</p> <p>Provide Andrea with info about the student travel award, to add to the Section web-site</p> <p>Provide Janet with information to include in the newsletter about (a) the Section awards, (b) ICAP section programming, (c) advertising the</p>	<p>Martha to José to Anusha to Theresa, and then back to Martha to finalize the list</p> <p>Martha</p> <p>José to pass information on to Andrea</p> <p>José</p> <p>Anusha</p>
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<p>keynote, reception, annual meeting, pre-conference workshops) and potentially distribute a supplement to the newsletter at a later date, with a more complete listing of all counselling psychology offerings that we become aware of.</p> <p>Reminder that Exec member updates are due shortly.</p>	<p>available positions on the executive</p> <p>Provide Janet with Section Executive updates</p>	<p>Everyone</p>
<p>5. Next Meeting: TBA.</p>		
<p>6. Adjournment. Meeting adjourned at 3:00 pm Mountain Time</p>		

Addendum

May 1, 2018- we have received the following communication from CPA Head Office, indicating that they will not be approving any Section Terms of Reference at the present time:

« Board decided not to approve any new terms of reference until the new model terms of reference have been approved. These will then serve as guideline for Sections when developing theirs. »