

**PEU Meeting  
Meeting Minutes  
1 December 2011**

**Present:** Carol Reifschneider, Curtis Smeby, Darlene Bricker, Darlene Sellers, Fred Smiley, Gregg Hester, Jaakko Puisto, Janet Trethewey, Larry Strizich, Norton Pease, Randy Bachmeier, Rosalyn Templeton, Stacey Dolezal, Vaughn Rundquist, Vicki Hayes

**Not Present:** Bob Johnke, Charles Pollington, Darlene Bricker, Forrest Towne, Greg Kegel, James Edwards, Jamie Underwood, Jay Howland, Joe Callahan, Joel Soiseth, John Foley, John Snider, Linda Miller, Lisa O'Neil, Pamela Wilson, Steve Hesske, Steve Lockwood, Thomas Welch, Vickie Clouse, Virgil Hawkinson, Virginia Braithwaite, Will Rawn and William Swartz

- I. **Call to Order** – Meeting called to order by Norton Pease at 4:10 PM
- II. **Approval of the Minutes** – Dr. Stacy Dolezal made a motion to approve the minutes. Dr. Darlene Sellers seconded the motion. Motion passed.

\* Handouts should be collected and provided electronically with the minutes.

**III. Action Items**

**Initial Program Forms:** Assessment Reports for both Initial and Advanced Programs will be presented at the December 15<sup>th</sup> PEU meeting. Forms will be approved and data analyses will be shared. Each program (Initial and Advanced) will submit a draft of their respective assessment system. Once this item has been completed and approved, the recommendation was, that the information be uploaded to rigel. This issue was tabled until 15 December 2011. Janet Trethewey moved to approve this issue at the next PEU meeting on 15 December 2011. Norton Pease seconded the motion.

**IV. Discussion Items**

**a. Overview of Program Forms**

Dr. Sellers provided an overview of the program forms and her efforts at data collection and input in order to conduct analysis and assessment of the graduate programs, in particular Counselor Education, and provide written results.

**b. Faculty Qualifications**

Regarding adjunct faculty qualifications, it was discussed that in the event Northern does not have their own policy, we should look to MSU-Bozeman and follow their policies.

**c. OPI Status Reports**

It was discussed by the group that Northern's assessment and data should be up to par and should be ready for the OPI visit in January 2012.

d. **Initial Undergrad Reports**

Draft copy was due to Dr. Templeton for review.

V. **Future Agenda items**

- a. Initial program forms
- b. Data presentation
- c. Copy of written self-study report

VI. **Adjourn** – *Meeting was adjourned at 4:43 PM*

*Meeting minutes taken by Melanie N. Vukasin*