

Medical Family Therapy Program  
Faculty Meeting Minutes (Fall 2015Fall 2020)  
Review ofAll Action Items  
(Major Action Items in Highlight )

2015

## 2016

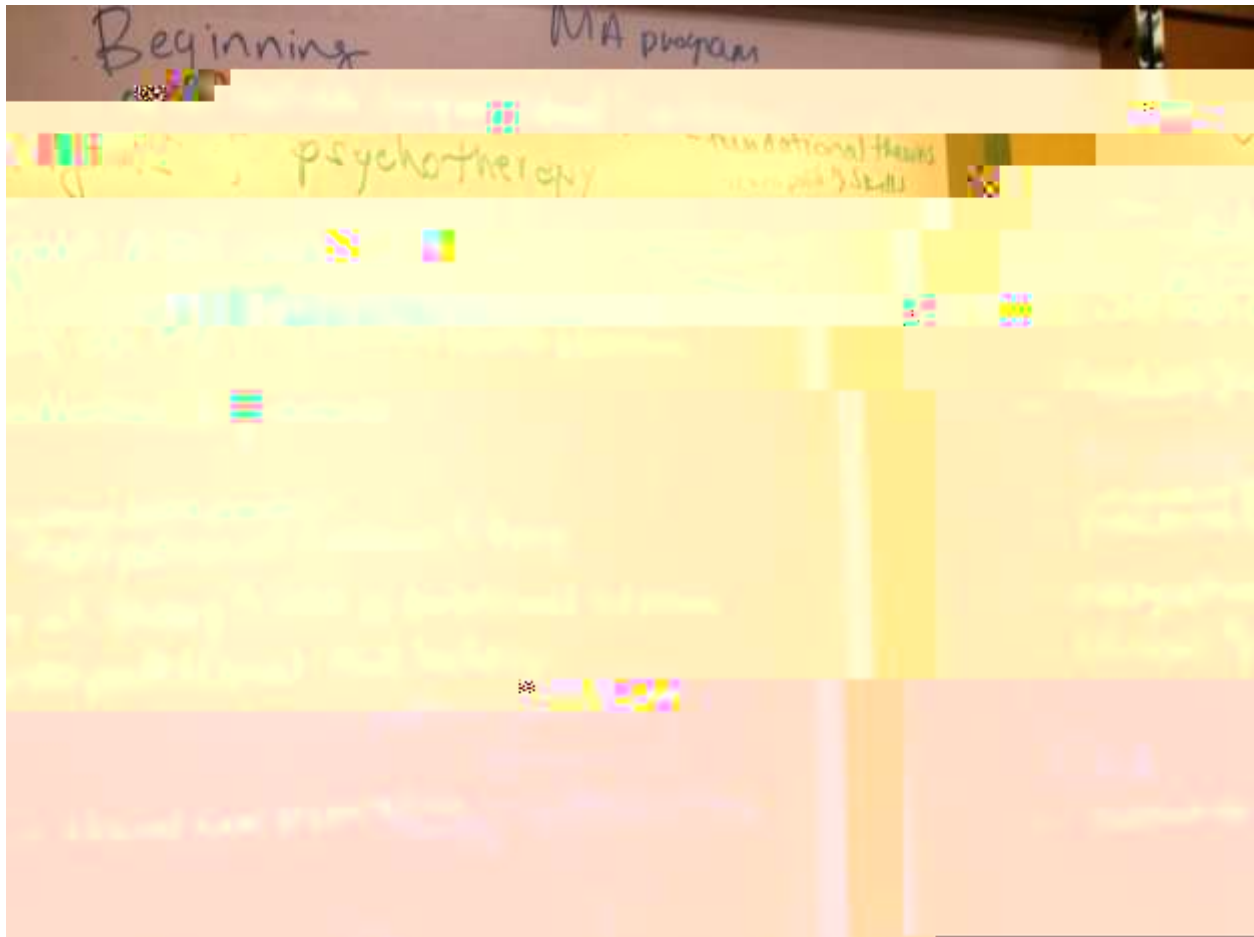
February 3 (this was first faculty meeting of the year due to lack of agenda item (inclement weather)- Update: Max Zubatsky and Doug Pettinelli are still in collaboration, pulling different evaluation scales and compiling them together for off-site supervisors to evaluate our students during internship. Craig Smith noted that we had said we would have students evaluated mid way through the spring semester, so we need to get the form completed and uploaded to Task Stream within the next few weeks to make that deadline. Max Zubatsky said that he will send a rough draft out to everyone for input once it is completed (Evaluations of off-site supervisors

SURJUDP JRDOV DQG 6/21V . This addresses one of the DQG 9 \$ SURJUDP V PDLQ PLVVLRQV W R W R D O P A R H D W H O Z L W K G L Y L V

Max brought up the idea of an integrative course not an additional course if it is consistent and built into an existing course, pairing a MedFT student with a resident or medical student would be very beneficial. But to find the time outside of a twelve credit hour course load, full time job, and internship is challenging. Note: This idea for an integrative clinical experience became the MA MedFT Concentration rotation in SLUC for MA MedFT concentration track students

May 11 ± Upon reviewing the low number of responses to the exit survey, Smith asked ODU\ WR SXW WR JHWKHU D IRUP FKHFN Oka for Wer EH XVHG E advisor to complete that specifies they have all their hours completed, exit survey completed, etc. Note: This form became the graduation checklist, which was approved by the July 20 faculty meeting (This action item meets Program Goal 2/ SLO II.A.1 and II.B.1- improving research skills for students for PhD students)

May 11 ± Spring faculty retreat ± MA Program Review



Made a timeline (pictured above) of what we want our students to know at the beginning of their studies through the end/graduation.





Craig Smith asked Mary

DGGUHV V DOO SURJUDP JRDOV DQG 6/2¶V WR SURPRWH WR  
This is an additional technological resource that the programs can use for student recruitment.

March 1 ±Upon review of Katie Heiden Rootes and Dixie O H \ H u d e n o of rearranging statistics and research courses, it was decided no changes would be made (This proposal ZDV WR DGGUHV V 6/2¶V , , \$ LQ WKH 0\$ SURJUDP IRU PRU for students)

March 15 ±The faculty reviewed the MA Oral Exam policy. It was reviewed, updated, and approved for immediate inclusion in the handbook. This policy will now be that students must defend the oral in the final semester of their course of study. The outline of the topics of oral H [DP ZHUH UHYLVHG DGGUHV VLQJ 6/2¶V , \$ , % , , , \$ diagnosis, assessment, treatment plan, ethics, self of the therapist, and cultural issues were laid out clearly in the handbook.

April 19 ±MA and PhD Student Annual Review document was reviewed by all faculty for any updates. No updates for the handbook or course adjustments were needed at this time.

May 19 ±2017 Yearly faculty retreat meeting

Expanding Interprofessional Education and Collaborative Practice We will develop learning outcomes/competencies for MA students that we can measure during interprofessional integrated care our students must learn: huddles and handoffs, 20 minute visit, brief/huddle/debrief for each patient. Students must use transferrable (Skills IPE initiative ZDV WR KHOS DGYDQFH 6/2¶V , \$ , % 9 \$ ZKHUH VWXC assessment, clinical skills, and professional areas in their clinical work in the community clinics)

Students need to be in sites either one full day or two half days (preferable) a month starting July as part of MedFT training through coursework. A faculty member should also be at the sites for one full day each Z H H N 6 W X G H Q W V Z L O O E H J L Q S O D F H P H Q W L Q V Medicine and Integrative Care class starting in June on Tuesday and Thursday. We will reserve a room at those sites for her to lecture. Max will be at the sites on Fridays.

Technological Resources Review

Task Stream is confusing for students. We see negative comments about TaskStream on every student resources survey. There are continual deficiencies in completing evaluations on time. As courses change over semesters, we cannot easily change assignments in the program. Task Stream will start being phased out and Folio integrated in. The faculty unanimously approved using Folio as the main software for assignments and benchmarks in the program.

Resources Review The faculty reviewed the resources in the program and student use of tools on the SLU page. No changes needed at this time

Exit survey results- PhD students are happy with the program but wish there was more interaction with mentors during the dissertation writing process. Mentors will check their advisees more regularly during the dissertation phase of their program of study. The area of mentorship was correct. The area of research skills in their training and development as a competent professional in their all around skills.

Exit survey 7Tr2Pve







*IV. To educate professionals who are knowledgeable and skilled clinicians and leaders in their profession and community; and promote social justice among all people.*





October 17 ± At this meeting, the faculty addressed issues of safety on campus. Students have expressed a feeling of not being safe at the clinic/University. Considering these feelings, we scheduled MedFT/DPS Safety Meeting on November 14, 12:00-2:30pm, MOR 1105. This decision was to address SLO V.A.1, where students are taking safety and consideration of F O L H Q being in the clinic and coming to campus.

2018

January 17 ± Fiscal Resources Review. Faculty reviewed graduate assistantship applications and assistantship/scholarship budget. Scholarship guidelines adopted for all students receiving a tuition scholarship through the program. These will be added as a second page to the offer letter, which must be signed, when offering any student a tuition scholarship.

February 7 Integration of Interprofessional Team Seminars in masters and doctoral curriculum. Based on feedback from students and faculty that attended, it was moved, seconded, and voted that students will be required to take the seminars effective fall 2018. Increase clinical and MedFT training skills in the program (7 KHVH VHPLQDUV DGGUHV 6/2 ¶ V , \$ V.A.1. Students will develop advanced theoretical orientations, MFT skills, team-based work around cultural issues, and further collaborative professional skills with other disciplines)

February 21 ± We will create a focus group early feedback meeting from students place of an exit survey upon completion of BHWET grant. This focus group format will be conducted in -XO\ RI HYHU\ \H DU IURP ERWK SURJUDP DURXQ. This HHGEDF IRFXV JURXS ZLOO KHOS FRYHU QRW RQO\ DOO SURJUDP JR technological, fiscal and instructional resource review.

Max suggested rebranding the MA program for recruitment purposes. The faculty will discuss the options of re-naming the program R X W V L G H RI 3) DPLO\ 7KHU DS\ ´ 7KL V Z P D V W H U ¶ V SURJUDP QDPH. Herby doctoral program. Fall 2018 ) DPLO\ 7

March 7 ± Katie would like to host a training for students on transsexual individuals. Note: This training was eventually held at Fall KickOff.

March 7 ± Faculty voted to add to handbook that any student presentation, poster, etc. must be reviewed and approved by a faculty member.

April 4 ±Faculty discussed the need to address more research courses in the PhD program. II.A.1 SLO has not been reached as much and to prepare more qualitative dissertations. The faculty voted to include Phenomenology course. Katie and Mary worked with registrar to create course and add to program of study

April 18 ±The faculty discussed some concerns that PhD students have had around clinical sites and the research mentors. Based on PhD feedback, we will have a Town Hall meeting with the doc students before faculty retreat. Date TBD. 7 K L V P H H W L Q J Z L O O D G G U H V V 6 / I.B.1, II.A.1 and II.B.1, covering areas of clinical and research training and skill development.

April 18 ±Mary will create an updated Master Calendar of due dates and deadlines for both courses which we will make available for students on our website > Student Resources Page. calendar will be listed in outlook, where specific dates will broadcast evaluations needed by either students or faculty. This calendar will address deadlines, benchmarks and assignments. I R U V W X G H Q W V L Q E R W K S U R J U D P V W K D W D G G U H V V D O O J F students.

May 2 ±Program faculty discussed incorporating the three paper dissertation into the program. Multi-paper Dissertation Policy confirmed (3 papers). Doug will contact Chris Harper about official policy in Grad Education and follow up with Dr. Samson about this as well.

July 11- VOTE UNANIMOUS to put PRN on hiatus until new website is up. Katie and Doug will work on developing a new system to roll out to students by Kickoff.

October 3- Final focus group data from the BHWET grant. Feedback honest and positive. We will take curriculum feedback under consideration for future curriculum development. We will continue these focus groups for future graduating cohorts to use as quality improvement. nqu 0 g 0626.38 Tr

Resources page 7. K L V U H V R X U F H F R Y H U V D O O g r a m s , c o l a t e d t o a l 6 / 2 ¶ V L Q  
program information.

February 20± Mary compiled a list of licensure requirements for multiple states with high MFT employment and faculty compared those with the requirements of Missouri and our program requirements. The goal of this was to ensure that our program is up to date with licensure requirements so that MA students can get their license more easily once they graduate. Katie is working with the Missouri board on some experience hour issues that several of our graduates are facing. The comparison found that our program is on track with licensure requirements; however, faculty feel that we need to place more focus on licensure and provisional licensure in the program would benefit our students as the process can be lengthy. This licensure areas covers SLO V.A.1 and I.A.1/I.B.1.

Max Zubatsky S U R S R V H G Z H K D Y H D ³ E U R Z Q E D J ´ W \ S H R I Z H H N O \ 1<sup>st</sup> year to cover these types of topics for new students. Moved, seconded, voted to start this effective fall 2020 (2<sup>nd</sup> year students can attend as well and we will have guest speakers). This seminar would address SLOs I.A.1, I.B.1, II.A.1 and V.A.1. This would be available to both programs. It would be D ³ ) L U V W < H D U 2 U L H Q W D W L R Q ´ F R X U V H

March 20 ± MA Internship Policy update was approved. This was added into the handbook and posted on the program website on the Student Resources page. This policy addressed SLO V.A.1, where students have to rank order their sites, as well as interview at sites to develop their professional skills.

May 15 ± MA Internship Site Supervisors Meeting at faculty retreat. The site supervisors noted that they would like to know more from us about what we expected our students to be doing and experiencing while they are on site. What are the outcomes we are looking for? Katie and Max will email each site supervisor a copy of our learning outcomes for their review. The supervisors will also provide us with feedback of things our students need to be prepared for or have

Fiscal Resource Review Program budget and CME budgets reviewed with faculty; no changes were made at this time

Different faculty (Dr. Jacobs, Dr. Rottnek, Dr. Everard, Dr. Scherrer, and supervisors)

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This was part of the yearly COI meeting, reflected in the COI meeting minutes.

June 12 ± More faculty discussion around PhD research courses/degree planning. Max is developing new courses of study which he will present at the fall faculty retreat.

June 12 ± Revenue sharing policy and procedures were reviewed and approved.

September 4 ± Faculty voted to have application deadline moved up to January 3 and have interviews Jan 31/Feb 3. Mary will update website with this info and change deadline in application portal.

November 6 ± Faculty reviewed the proposed new courses of study for MA and PhD. For MA program faculty voted to remove the MedFT Concentration course requirements for the following year. Students will still have the option to have an integrated care experience and take additional courses but the concentration is eliminated and Mary will work with the registrar to update the programs of study effective fall 2020. Student handbook and website will be updated with the new programs of study.

December 4 ± FolioTek was reviewed. Faculty voted and approved that the Clinical Case Presentation will be replaced with Comprehensive Portfolio Examination. The current 2 PhD students will meet this requirement in the spring

2020

January 15 ± Faculty discussed changing the restroom signs to be gender inclusive but that decided against because of the cost and Memory Clinic clients who are confused by the non binary signs. This proposal would address SLO/s III.A.1 and IV.A.1, where the program is sensitive to multicultural and social justice issues for clients in the Family Clinic.

February 5 ± Proposed Doctoral Internship syllabi and Doctoral Dissertation syllabi were reviewed. Suggestions were given, which Megan Feriby Ferber will incorporate into the next revision. Megan Feriby Ferber made a motion and approved the doctoral dissertation syllabi were developed.

March 4 ± 3 URJUDP ↑ V GLYHUVLW \ SOD QWIZ Dev put into the handbook D Q G D F F effective immediately.

March 18 ± First remote faculty meeting. Faculty will work to compile list of resources to share with students via email and during program wide conference call. The PD will be conducting this call to the program as a response to the COVID-19 pandemic. Courses will be moved to online platform in both program.

Transfer to telehealth will be within the next two weeks as we complete onboarding and license purchasing. Students MUST have phone meeting with supervisor within the next week before starting telehealth and MUST keep in contact with their supervisors throughout remote period.

- Telehealth:** (1) All telehealth sessions MUST BE HIPPA compliant (These requirements are covering SLO I.B.1 and V.A.1, where students must have professional and ethical decision making virtually working with clients . )
- (2) Recording sessions REQUIRED via phone and/or Zoom and/or other platforms.
- (3) Therapists MUST continue to complete tasks in Carepaths.
- (4) Students must collect additional information from clients like email, revised informed consent, etc. to begin telehealth process.

**Student hours** The program wanted to adjust the hours that students are being accommodated for. Increase alternative hours requirement during this period to up to 150 hours, 350 traditional hours. The faculty unanimously agreed to limitations of this time period (This change FRUUHVSRQGV ZLWK 6/21V , \$ , % DQG 9 \$ 6WXGHQWV alternative hours as a result of COVID-19 pandemic. The PD will be sending a stipulation letter to COAMFTE)

April 1 - Students have started telehealth trainings; will start taking clients soon. Heide Rootes and Stephanie Malzahn are working on intake for new clients/wait list appointment system is working well + students will have conversations with clients if fees need to change.

April 15 + Faculty discussed the CFT Undergrad Interns narrowed down to 4 from 6; Katie Heiden Rootes will make decision and pair each intern with a faculty member. This corresponds for Program Goals 1, 2 and 5 for both programs, mentoring undergraduate trainees to help work in the clinic

**May 20 + Virtual Spring Yearly Faculty Retreat**

The faculty talked about the dissertation process for doctoral students. **Dissertation courses and credits: Launching workshops to be held every other month, faculty will host on a rotating basis with guest speakers.** This will be a requirement for students in the doctoral program to PHHW 6/21V , , \$ DQG , , % KDYLQJ PRUH WUDLQLQJ RI UH achieve benchmarks of program goal #2. Dissertation syllabi is live + Starting fall 2020, students enrolled in dissertation MUST produce output each semester to match the number of credits that they are taking.

Mary will find out process for changing grading system for MFT6990 from IP > S to S/US/I.

Mary and Megan will work with Grad Ed to see if there is a policy about work correlating to course credit hours. Note: There is no policy.





