

**Fall Meeting 2005 Minutes:
Counseling Directors Association
of the University System of Georgia (CDAUSG)**

Gordon College
Barnesville, GA
September 23, 2005

Maggie Martin called the meeting to order. Directors present included Lydia Williams, Bates Canon, Vic Morgan, Perdita Howard, Bob Mays, Carol Treible, Phyllis Weatherly, Alma Keita, Stephanie Harris-Jolly, and Kristina Miller. Maggie Martin expressed thanks to Kristina Miller for hosting the group, and shared information concerning those members who were unable to be present for the meeting, including, Mary Jane Phillips (who was engaged in training related to Hurricane Katrina evacuees at GCSU), Joy Evans who was in China, as well as Toti Perez, Dudley Weems, and Marolyn Wells.

Minutes from the Summer (July) meeting were approved.

Bates Canon provided an update on crisis response network activities. A revised Crisis Response Network Registration Form was shared. Recommendations were made for final revisions to the form, as well as its use. Recommendations included establishment of a link from University System of Georgia website to the Counseling Directors Association resource page (presently housed at Clayton State University), creation of navigational buttons directing users from Clayton State counseling center website to Counseling Directors Association page, establishment of user name and password access to reach the network resource page, establishment of access for all counseling directors to the resource page, modification for Name and Licensure fields being required, and addition of Gender as a new field.

It was discussed and agreed upon that the Memorandum of Understanding being developed for use in the event that counselors were deployed in the field include a statement of the liability insurance coverage within the system. The Memorandum of Understanding between institutions, and including the system office, would be applicable to the work of counselors engaged in the performance of their official duties as part of the network.

Discussions pertaining to Training and Funding/Grant writing were deferred until the Spring meeting.

Maggie Martin suggested that some new organizational structures and revised roles for officers could aid the organization's movement into new areas (e.g. crisis response network). Members discussed the potential benefits of creating an officer position of treasurer. Action was deferred until more directors had the opportunity to provide feedback on the concept.

Bob Mays and Phyllis Weatherly updated the group on efforts underway to make operational the process of Peer Reviews/Site Visits. Peer Reviews and Site Visits were envisioned as a key activities (or best practices) for promoting quality service following the March 1997 creation of Standards for Counseling Centers in the University System of Georgia. Bob indicated that much of the preplanning of site participants had already been done. Phyllis distributed copies of a Site Visit Checklist so that directors could see one of the tools used by institutions who may want to prepare for a site visit.

Directors discussed benefits of researching professional liability insurance (PLI). There was reflected a growing sense that recent court rulings made more important the need for counselors to consider obtaining their own liability insurance. C&PH Associates was mentioned as one company used by directors. It was recommended that a link be established to the resource page with information concerning professional liability insurance. Directors were encouraged to share companies that could be included.

Phyllis provided a handout on software systems and shared information various systems including, Titanium, Meeting Maker, Mediat, Appointments Pro, SMARTS, and Filemaker Pro. Protégé, PyraMED, TIM, and Outlook were also discussed but were deemed to have less to offer counseling centers than benefits available of the other systems. Interest was expressed in obtaining more information on document imaging and online records.

Directors discussed efforts to assist newly arriving students who had been displaced by Hurricane Katrina. Members present reported that many as 30 students had enrolled at their institutions, but it was noted that of members not present some had enrolled in the hundreds. It was recommended that this issue be revisited at the Spring Meeting in order to hear of the work of directors at other institutions (some of whom were not present due to Katrina-related activities).

Other business:

- Discussed of methods of transportation in cases involving students needing transport to the hospital for evaluation.
- Discussed accessibility to and location of psychiatric care to backup counseling services.
- Discussed ways to get membership more involved.
- Discussed use of policies and procedures for campus personnel to obtain appropriate assistance with potentially suicidal students.
- Discussed potential to add new topics to director survey, including: use of public safety in transporting students, use of professional liability insurance by individuals, and the presence of staff with 1013 (involuntary evaluation) capability on staff.

- Discussed the potential need to include crisis response activities in job descriptions on their campuses.
- Discussed potential formation of a group to address concerns about 1013 option not being available to LPCs.
- Suggested the turning off of sirens in situations when emergency responders arrive on campus to assist a student in crisis.
- Discussed the court decision in Shin V. MIT – in which the court held that the parents of deceased MIT student Elizabeth Shin may sue individual administrators and doctors. Considered implications for counseling centers having access to readily accessible scheduling and case note systems, psychiatric consultation and backup (1013), effective means for transporting students in times of crisis, and the need for individuals to consider benefits of professional liability insurance.
<http://www-tech.mit.edu/V125/N30/shin71405.html>
- Discussed organizational models of counseling services and roles of counselors.
- Identified Kim Anderson (Fannin Institute for Leadership) as a resource who can conduct programs during orientations to help students develop meaningful conversations with other students.
- Discussed concerns about perceived increases in the number of students on campuses with psychological disabilities.

Proposed dates for Spring meeting are Friday, January 20, or on Wednesday, February 1 (coinciding with GCCA).

Submitted by Bates Canon, Past-Chair
Counseling Directors Association (USG)