

CEHD 1047

RECEIVED

OCT 15 REC'D

**NOT FOR USE FOR CURRICULAR COURSE CHANGES
REQUEST FOR PROGRAM IMPROVEMENTS**

NOTE: Changes to programs may require course changes, which must be processed electronically. Any questions should be directed to Associate Provost David Reinhold at 7-4564 or david.reinhold@wmich.edu

DEPARTMENT: CECF

COLLEGE: CEHD

PROPOSED EFFECTIVE FALL YEAR: 2020

PROPOSED IMPROVEMENTS: Academic Program Proposed Improvements

- | | | |
|--|--|--|
| <input type="checkbox"/> New degree* | <input type="checkbox"/> New minor* | <input type="checkbox"/> Admission requirements |
| <input type="checkbox"/> New major* | <input type="checkbox"/> Deletion* | <input type="checkbox"/> Graduation requirements |
| <input type="checkbox"/> New curriculum* | <input type="checkbox"/> Revised major | <input type="checkbox"/> Change in Title |
| <input type="checkbox"/> New concentration* | <input type="checkbox"/> Revised minor | <input type="checkbox"/> Transfer |
| <input checked="" type="checkbox"/> New certificate* | | |

☐ Other (explain**) ** Other:

Title of degree, curriculum, major, minor, concentration, or certificate: Certificate Program in Counseling Psychology

Chair, Department Curriculum Committee:	Date
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CHECKLIST FOR DEPARTMENT CHAIRS/DIRECTORS

- ☒ For new programs and other changes that have resource implications, the dean has been consulted.
- ☒ When appropriate, letters of support from department faculty are attached.
- ☐ When appropriate, letters of support from other departments in the same college are attached.
- ☐ When appropriate, letters of support from other college deans, whose programs/courses may be affected by the change, are attached.
- ☒ The proposal has been reviewed by HIGE for possible implications for international student enrollment.
- ☒ The proposal is consistent with the departmental assessment plan, and identifies measurable learning outcomes for assessment.
- ☐ Detailed resource plan is attached where appropriate.
- ☒ All questions attached have been completed and supporting documents are attached.
- ☒ The proposal is written and complete as outlined in the Faculty Senate guidelines and the curriculum change guides.

Chair/Director: <i>P. H. Mundy</i>	Date <i>10/15/2019</i>
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CHECKLIST FOR COLLEGE CURRICULUM COMMITTEE

- ☐ The academic quality of the proposal and the faculty involved has been reviewed.
- ☐ Detailed resource plan is attached where appropriate.
- ☐ Consistency between the proposal and the relevant catalog language has been confirmed.
- ☐ The proposal has been reviewed for effect on students transferring from Michigan community colleges. Detailed information on transfer articulation must be included with undergraduate proposals.
- ☐ Consistency between the proposal and the College and department assessment plans has been confirmed.
- ☐ Consistency between the proposal and the College and department strategic plans has been confirmed.
- ☐ All questions attached have been completed and supporting documents are attached.
- ☐ The proposal is written and complete as outlined in the Faculty Senate guidelines and the curriculum change guides.



10-29-19

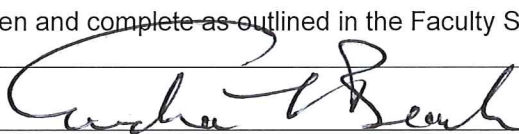
Chair, College Curriculum Committee:

Date

**NOT FOR USE FOR CURRICULAR COURSE CHANGES
REQUEST FOR PROGRAM IMPROVEMENTS****CHECKLIST FOR COLLEGE DEANS**

- ☐ For new programs and proposed program deletions, the provost has been consulted.
- ☐ For new programs, letter of support from University Libraries Dean indicating library resource requirements have been met.
- ☐ When appropriate, letters of support from other college faculty and/or chairs are attached.
- ☐ When appropriate, letters of support from other college deans, whose programs/courses may be affected by the change, are attached.
- ☐ The proposal has been reviewed for implications for accreditation, certification, or licensure.
- ☐ Detailed resource plan is attached where appropriate.
- ☐ All questions attached have been completed and supporting documents are attached.
- ☐ The proposal is written and complete as outlined in the Faculty Senate guidelines and the curriculum change guides.

Dean:



Date 10-29-19

FOR PROPOSALS REQUIRING REVIEW BY:

GSC/USC; EPGC, GRADUATE COLLEGE, and/or FACULTY SENATE EXECUTIVE BOARD

<input type="checkbox"/> Return to Dean		
<input type="checkbox"/> Forward to:		
	Curriculum Manager:	Date:
	*needs review by	
<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	Chair, GSC/USC:	Date
<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	Chair, EPGC:	Date
<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	Graduate College Dean:	Date:
<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	Faculty Senate President:	Date
<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	*needs review by	
	Provost:	Date

NOT FOR USE FOR CURRICULAR COURSE CHANGES
REQUEST FOR PROGRAM IMPROVEMENTS

1. Explain briefly and clearly the proposed improvement:

This certificate is intended for students who have already completed a Master's degree in counseling psychology or an equivalent MA psychology degree who need to complete additional graduate coursework and/or internship hours at the Master's level to complete specific coursework to meet credentials and qualifications for state licensure.

2. Rationale. Give your reason(s) for the proposed improvement.

At times we receive requests from individuals who have either moved to Michigan or have completed Master's degrees in psychology that did not include all the coursework requirements and/or internship training hour requirements needed for licensure in Michigan or other states. These individuals are seeking a program that will offer specific post-MA courses and/or additional post-MA internship and/or practicum training to meet specific state licensure requirements. While at times we have allowed some students to establish non-degree status to take an individual didactic course, we have not accepted these students for more than 9 credit hours and have not allowed additional master's level practicum and/or field practicum/internship training. Counseling psychology faculty would now like to establish a certificate program that would allow individual students with a counseling psychology or similar MA psychology degree to apply for and be considered for master's level practicum and internship training by means of a post-master's degree certificate program. Since these students already have an MA degree in the field, they are specifically interested in individual courses and/or practicum/internship training.

3. Effect on other colleges, departments, or programs. If consultation with others is required, attach evidence of consultation and support. If objections have been raised, document the resolution. Demonstrate that the program you propose is not a duplication of an existing one.

There are no similar certificate programs within Western Michigan University and the proposed certificate program is not a duplication of an existing one.

4. Effect on your department's programs. Show how the proposed change fits with other departmental offerings.

This proposed certificate program will utilize available capacity within the current MA in Counseling Psychology program in CECF.

5. Alignment with college's and department's strategic plan, mission, and vision.

Consistent with a student centered research university and a College of Education and Human Development that promotes partnerships in the development and delivery of programs, the mission of the Department of Counselor Education and Counseling Psychology is to develop competent, ethical and culturally sensitive counselor education and counseling psychology professionals through graduate education and scholarship. To accomplish this mission, the department offers doctoral training in counseling psychology and counselor education and master's level training in counseling psychology, counselor education (college counseling; clinical mental health counseling; marriage, couples and family counseling; and school counseling), and rehabilitation counseling and rehabilitation counseling/teaching (specialization in blindness and low vision). We strive to recruit and retain students of diverse racial/ethnic backgrounds from local, state, national and international locations. This certificate program will be offered and aligned within our existing Counseling Psychology MA program. The CECF Counseling Psychology MA program has been offered and in operation at WMU for over 30 years. The addition of this certificate will be seamless within the current MA program course offerings. The existing Counseling Psychology MA program is aligned with the College's and department's strategic plan, mission and vision.

6. Effects on enrolled students: Are program conflicts avoided? Will your proposal make it easier or harder for students to meet graduation requirements? Can students complete the program in a reasonable time? Show that you have considered scheduling needs and demands on students' time.

This certificate program will be an individualized certificate which will require a minimum of 9 credit hours. The specific total credit hours needed by a student will depend upon the coursework content of a student's MA psychology degree, the nature and extent of prior practicum and internship training completed as part of their MA degree, and specific licensure requirements that still need to be met as assessed by state of Michigan licensing staff. Students that apply and are accepted for this certificate program will work with a faculty advisor to develop an individualized program of study to meet their individual requirements and goals.

7. Student or external market demand. What is your anticipated student audience? What evidence of student or market demand or need exists? What is the estimated enrollment? What other factors make your proposal beneficial to students?

The CECP department receives several inquiries each year from students who have received MA psychology degrees from Universities out of state inquiring about taking courses, practicum and/or internship experiences at WMU because the degree they received out of state does not include certain courses or sufficient practicum training to be eligible to receive the temporary limited license as a psychologist in Michigan. While CECP has allowed students to establish non-degree status and take individual didactic courses; the department has not accepted non-degree students for practicum or internship training. Establishing a Certificate Program in Counseling Psychology will allow these students (a) to apply and be accepted for practicum and internship training, (b) require they meet the same admissions and background check requirements as regularly admitted students, and (c) have the potential benefit of allowing opportunities for these students to receive post-master's master's level practicum and internship training needed towards licensure that is difficult to obtain following graduation from an MA program. The expected demand for this type of certificate program annually is expected to be small, e.g. 5 to 7 students a year. While credit hours for the certificate are expected to be variable, e.g. 9 to 15 credit hours, the certificate is expected to be completed within a one year time period.

Admission to the Certificate Program in Counseling Psychology will be based upon grade point average, educational background, letters of recommendations, completion of an appropriate MA psychology degree, completion of required background checks, as well as other factors. Applicants are required to complete and return the online application materials and supplemental department questionnaire. In addition, applicants must already have applied for a Temporary Limited License (TLLP)/Limited License as a psychologist with the state of Michigan. They also must have received a written decision letter regarding licensure from the state informing them of any additional course work and/or practicum/internship requirements that must be completed to establish eligibility for the license. Once an applicant has completed their admission application and received their decision letter from the state detailing remaining requirements, a meeting will then be arranged with the applicant and a faculty advisor. During this meeting the applicant and advisor will discuss and develop an individualized program of study detailing the course work and credit hours of practica/internship to be completed to meet outstanding requirements. This individualized program of study must include a minimum of 9 credit hours including CECP 6070 Multicultural Counseling and Psychology. Individuals who need to complete CECP 6130 Field Practicum for the certificate are required to have the following courses or equivalents completed prior to CECP 6130: CECP 6040 Counseling Techniques; CECP 6050 Professional issues and Ethics; CECP 6070 Multicultural Counseling and Psychology; CECP 6110 Theories of Counseling; and CECP 6120 Counseling Practicum. Once an individualized program of study plan is development and agreed to by the applicant and faculty advisor, the final admission decision will be made by faculty.

8. Effects on resources. Explain how your proposal would affect department and University resources, including faculty, equipment, space, technology, and library holdings. If proposing a new program, include a letter and/or email of support from the university libraries affirming that the library resource issues have been reviewed. Tell how you will staff additions to the program. If more advising will be needed, how will you provide for it? What will be the initial one-time costs and the ongoing base-funding costs for the proposed program? (Attach additional pages, as necessary.)

This certificate program will not require any additional department or University resources. The anticipated number of students interested in the certificate, i.e. 5 to 7 per year may be accommodated within existing program capacity. The counseling psychology MA program's fall census day headcount for the last 5 years, as shown below, indicates variability with some decline over the last three years, which shows the capacity to accommodate 5 to 7 additional students within existing program resources.

Registered Student Headcount at Census

All Majors and Minors by College of Discipline

Education & Human Development

Counselor Educ/Counseling Psych

			Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019
Master	CPYM	Counseling Psychology	152	124	141	127	120
	Master	Total	152	124	141	127	120

9. List the learning outcomes for the revised or proposed major, minor, or concentration. The department will use these outcomes for future assessments of the program.

The basic learning outcomes for the Graduate Certificate in Counseling Psychology will be the same as the basic learning outcomes for the MA Program in Counseling Psychology. These include: the delivery of competent, ethical, and culturally sensitive counseling psychology services. These learning outcomes are evaluated with assessment tools completed by instructors of record for CECP 6040 Counseling Techniques; CECP 6120 Counseling Practicum; and CECP 6130 Field Practicum (internship). For the Graduate Certificate in Counseling Psychology, these main outcomes will be evaluated at the end of field practicum/internship training by competency assessments of basic counseling skills; relationship & counseling process skills; multicultural focus; assessment & conceptualization skills; managing professional responsibilities; and professional and ethical behavior.

10. Describe how this change is a response to assessment outcomes that are part of a department or college assessment plan or informal assessment activities.

This new certificate proposal is based on informal assessment activities in response to inquiries from potential students/graduates from other universities often out of state, expressing the need for postmaster's degree coursework and/or practicum/internship training to meet licensure requirements for the temporary limited license as a psychologist in Michigan. Based on our ongoing formal assessment activities of our master's degree program in counseling psychology, counseling psychology faculty believe that our counseling psychology program is in a position to accommodate these students following a thorough review of their credentials and background checks as part of a formal admission to a certificate program in this area. An essential ingredient of this type of certificate program is the establishment of an individualized program of study plan to meet the identified needs of the student, which will be agreed to in writing by the applicant and counseling psychology faculty, prior to an applicant's formal admission.

11. (Undergraduate proposals only) Describe in detail how this change affects transfer articulation for Michigan community colleges. For new majors or minors, describe transfer guidelines to be developed with Michigan community colleges. For revisions to majors or minors, describe necessary revisions to Michigan community college guidelines. Department chairs should seek assistance from college advising directors or from the admissions office in completing this section.

N/A

12. Please offer both "Current Catalog Language" and "Proposed Catalog Language" if there is to be a change in the catalog description for a given program. For the "current" language, please copy and paste relevant language from the most current catalog and for the "proposed" language, please share the exact proposed new catalog language. As possible, bold or otherwise note the key changes in the new proposed catalog language.

Please see attached catalog copy with track changes noting the catalog copy changes needed with this curriculum change.

Counselor Education and Counseling Psychol

➦ Return to: [Departments and Programs](#)

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Alan J. Hovestadt
Phillip D. Johnson
Kelly A. McDonnell
Joseph R. Morris
Glinda Rawls
Tangela Roberts
Eric M. Sauer
Beverly J. Vandiver

Master's Programs

Two master's programs are offered by the Department of Counselor Education and Counseling Psychology: The Master of Arts in Counseling Psychology prepares graduates to be eligible for a limited license as a psychologist in the state of Michigan, the Master of Arts in Counselor Education, with five program options, prepares graduates to be eligible for a license as a professional counselor.

Certificate Programs

Two certificate programs are offered by the Department of Counselor Education and Counseling Psychology: the Certificate Program in Counseling Psychology and the Certificate Program in School Counseling. Each of these certificate programs is for individuals who already have a qualifying master's degree and are seeking to obtain state of Michigan licensure/credentials in the respective area.

Doctoral Programs

Two doctoral programs are offered by the Department of Counselor Education and Counseling Psychology. The doctoral program in Counseling Psychology leads to a Doctor of Philosophy (Ph.D.) and holds accreditation by the American Psychological Association (APA). The doctoral program in Counselor Education leads to a Doctor of Philosophy (Ph.D.) and is accredited by the Council of Accreditation for Counseling and Related Educational Programs (CACREP).

Admission Requirements

Admission to a specific [doctoral](#) program is considered by the appropriate departmental training committee. Applicants should request current admission information from the Office of Admissions and from the department.

A student admitted to a specific [doctoral](#) program is expected to follow the policies, procedures, code of ethics, and course requirements for that program. Each student, upon admission to a doctoral program, is assigned a temporary doctoral advisor. Later, as outlined in The Doctoral Handbook, a student selects and requests the appointment of a permanent Doctoral Committee.

The department recognizes the importance of increasing the educational opportunities of racial minority students, as well as the importance of ensuring an increased diversity of role models in the fields represented by its training programs. Therefore, the department strives to create an atmosphere conducive to the concerns of racial minorities and diverse populations, to integrate these concerns into programs and course offerings, and to fulfill its commitment to recruit, admit, support, and graduate a diverse population of students prepared for their chosen careers.

↩ Return to: [Departments and Programs](#)

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Master of Arts in Counseling Psychology

Advisors: Carla Adkison-Johnson, Mary L. Anderson, Mary Z. Anderson, Samuel Beasley, Stephanie T. Burns, Andrew Clay, Stephen Craig, Jennifer M. Foster, LaShonda Fuller, Alan Hovestadt, Phillip Johnson, Kelly McDonnell, Joseph Morris, Patrick Munley, Glinda J. Rawls, Tangela Roberts, Eric Sauer, Beverly J. Vandiver, Jennipher Wiebold
Department Office, Room 3521, Sangren Hall.

The Master of Arts in Counseling Psychology provides, beyond the departmental required core course work, a focus on psychopathology, psychological assessment, counseling and psychotherapy theories and practices, and advanced practicum experiences. This program is selected by students seeking limited licensure as a psychologist in the state of Michigan.

Admission Requirements

Admission to the Master of Arts in Counseling Psychology is based upon grade point average, educational background, counseling and/or related experiences, as well as other factors. Prior to consideration by the M.A. Admissions Committee, applicants are required to complete and return a questionnaire prepared by the department. Interviews, letters of recommendation, test scores, and other materials may also be required.

The Department has three different application deadlines for M.A. program admissions during the year: January 15, for ensuing Summer and Fall semesters, May 15, also for the ensuing Fall semester, and September 15 for the following Spring semester. Applicants interested in beginning their graduate master's degree studies in the Fall semester are encouraged to meet the January 15 application deadline. This allows applicants to receive admission offers well in advance of the fall semester. Also, applicants who plan to seek assistantships or

campus employment beginning in the fall semester should apply by January 15 to be competitive for such assistance or positions. Applicants must complete a WMU graduate application through the online application system.

Applications materials are available on-line through links on the WMU Office of Admissions and department web pages. Upon admission, each student is assigned an advisor who will assist in preparing a program of study. It is recommended that the program of study, be completed during the first semester or session of enrollment.

The department recognizes the importance of increasing the educational opportunities of racial minority students, as well as the importance of ensuring an increased diversity of role models in the fields represented by its training programs. Therefore, the department strives to create an atmosphere conducive to the concerns of racial minorities and diverse populations, to integrate these concerns into programs and course offerings, and to fulfill its commitment to recruit, admit, support, and graduate a diverse population of students prepared for their chosen careers.

Program Requirements

The counseling psychology program requires a minimum of 48 semester hours of course work, including seven, three-semester-hour, core courses. A curriculum guide for the program is available from the department office or on-line.

Students are expected to work with advisors in order to be informed of policies, course offerings, prerequisites, and applications required for designated courses. A student's performance and progress will be evaluated throughout the program. This process includes "check points," such as the program of study, assignment of a grade below "B" in any course, and final evaluation prior to graduation. The student is referred to the department's Policy on Retention.

Certificate Program in Counseling Psychology

Program Description

The Certificate Program in Counseling Psychology is for individuals who already have a master's degree in Counseling Psychology or a closely related MA degree in psychology, and are seeking to obtain state of Michigan licensure as a Temporary Limited License as a Psychologist (TLLP)/Limited License as a Psychologist (LLP) in Michigan by completing additional graduate course work, practicum and/or internship training. These individuals have already applied for licensure to the state with their master's degree and been informed that they must complete additional graduate coursework, practicum and/or internship training to be eligible.

Admission Requirements

Admission to the Certificate Program in Counseling Psychology is based upon grade point average, educational background, letters of recommendations, completion of an appropriate MA psychology degree, completion of required background checks, as well as other factors. Applicants are required to complete and return the online application materials and supplemental department questionnaire. In addition, applicants must already have applied for a Temporary Limited License (TLLP)/Limited License as a psychologist with the state of Michigan. They also must have received a written decision letter regarding licensure from the state informing them of any additional course work and/or practicum/internship requirements that must be completed to establish eligibility for the license. Once an applicant has completed their admission application and received their decision letter from the state detailing remaining requirements, a meeting will then be arranged with the applicant and a faculty advisor. During this meeting the applicant and advisor will discuss and develop an individualized program of study detailing the course work and credit hours of practica/internship to be completed to meet outstanding requirements. This individualized program of study must include a minimum of 9 credit hours.

Individuals who need to complete CECP 6130 field practicum as part of the certificate need to first have the following courses or their equivalent completed: CECP 6040 Counseling Techniques; CECP 6050 Professional issues and Ethics; CECP 6070 Multicultural Counseling and Psychology; CECP 6110 Theories of Counseling; and CECP 6120 Counseling Practicum. Once an individualized program of study plan is developed and agreed to by the applicant and faculty advisor, the final admission decision will be made by faculty.

The Department has three different application deadlines for the Certificate Program in Counseling Psychology admissions during the year: January 15, for ensuing Summer and Fall semesters, May 15, also for the ensuing Fall semester, and September 15 for the following Spring semester.

Applications materials are available on-line through links on the WMU Office of Admissions and department web pages. Upon formal admission to the certificate, program, the student will be assigned a faculty advisor who will work with the student, review student progress, and approve required practicum/internship placements.