July 25, 2008

Dr. Beheruz Sethna
Office of the President
University of West Georgia
1600 Maple Street, Sanford Hall
Carrollton, Georgia 30118

Dear President Sethna:

The Council for Accreditation of Counseling and Related Educational Programs (CACREP) met July 16-19, 2008, for the purpose of rendering accreditation decisions. Two programs housed in the Department of Counseling and Educational Psychology at the University of West Georgia were reviewed under the 2001 Standards. The following decisions were made:

Community Counseling (M.Ed.degree)
Accredited: Eight-Year Period through October 31, 2016

School Counseling (M.Ed. degree)
Accredited: Eight-Year Period through October 31, 2016

The above accreditation decisions were based on the Board’s extensive review of the self-study document, the addendum to the self-study, the visiting team’s report, and your institution’s response to the visiting team’s report.

Programs receiving accreditation for an eight-year period deserve to be commended for the work they completed throughout the accreditation process. This is indeed a worthy achievement. Congratulations! Please note that a certificate of accreditation will be enclosed with Dean Layton’s copy of this letter.

On behalf of the CACREP Board, I would like to extend my thanks to you and your administration for the support provided to these programs. Such support is considered vital to the process of continuous improvement in higher education programs. Once again, congratulations are extended to all of those involved in making this a successful accreditation review process.
Sincerely,

Carol L. Bobby
Executive Director

cc: Dr. Kim K. Metcalf, Dean, College of Education
    Dr. Rebecca Stanard, Interim Department Chair, Counseling and Educational Psychology Department (via e-mail only)
    Dr. Linda Painter, CACREP Liaison (via e-mail only)
CACREP

(Self – Study)

NARRATIVE

UNIVERSITY of West Georgia

Department of Counseling and Educational Psychology
CACREP
(Self-Study)
NARRATIVE

UNIVERSITY of
West Georgia
Department of Counseling and
Educational Psychology

M.Ed. – Community Counseling Program
M.Ed. – School Counseling Program

Application for Reaccreditation to the
Council for Accreditation of Counseling and
Related Educational Programs
(CACREP)
2007
October 25, 2007

Dear Dr. Bobby, CACREP Board Members, and Site Visitation Team:

We are pleased to submit to you our re-accreditation materials for our Community Counseling and School Counseling programs. These documents were prepared using the 2001 CACREP Standards. Enclosed you will find our application and self-study, including our narrative addressing each standard and our documentation for the narrative.

A mantra we kept in mind throughout the self-study process was, "make it easy for the readers." We strived to present our department in a way that we hope will be easy to follow. Toward this goal, we are sending 6 volumes in each set of materials. They are arranged as follows:

♦ The narrative
♦ Appendices A – W, containing general documentation
♦ Appendices X – RR, also containing general documentation
♦ Appendices AAA – EEE, containing our departmental handbooks
♦ Appendices FFF – GGG, containing our course syllabi
♦ Appendix HHH, containing faculty vitae

We want to express our gratitude to you for your time and efforts to review our materials. Additionally, we look forward to the Site Visitation Team’s time on our campus.

Sincerely,

[Signature]

Linda C. Painter, Ph.D., LPC
Associate Professor and
CACREP Liaison
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APPENDICES

A. UWG Graduate Catalog 2007-2008 – Selected Pages
B. CEPD Informational Brochure about Graduate Study in Professional Counseling
C. COE Faculty Handbook 2007 – Selected Pages
D. CEPD Committees and Assignments 2007-2008
E. Community Counseling Advisory Board Members and Meeting Agendas/Minutes
F. School Counseling Advisory Board Members and Meeting Agendas/Minutes
G. School District Contract - Sample
H. CE PD Budget 2007-2008
I. Student Development Center Brochure
J. Teaching Materials Center Brochure
K. Faculty Video List
L. COE Technology Training Series Brochure
M. COE Faculty Meeting Presentation
N. CE PD Faculty Meeting Agendas/Minutes
O. New Student Orientation Invitation and Agenda
P. Site Supervisor and Student Training
Q. Systematic Assessment Letter
R. Student Review Committee Letter
S. Training for Advanced Student Supervision
T. CE PD 8141 Clinical Supervision in Counseling Syllabus
U. Recent Site Supervisor Vitae
V. Counseling Lab Update Estimate
W. Memorandum to On-site Supervisor- Samples
X. Community Counseling and School Counseling Log of Practicum Activities- Samples
Y. Community Counseling and School Counseling Log of Internship Activities- Samples
Z. UWG Course Evaluation
AA. CE PD Adjunct Faculty Informational Handbook
BB. Education Trust Letter of Recognition
CC. CE PD Faculty Position Announcement
DD. COE Committee Charges and Attributes
EE. COE Diversity Committee Academic Year Report 2005-2006
FF. COE Diversity Survey Results
GG. University of West Georgia Instructional Delivery Plan – Selected Pages
HH. UWG DDEC Informational Flyer

II. Chi Sigma Iota Newsletter
JJ. Graduate Research Assistant Application and Evaluation Form
KK. University of West Georgia Professional Counseling Nomination Package
LL. CEPD Student Applicant’s Interview Questions and Rating Form
MM. College of Education Scholarship Application Announcement
NN. Community Counseling and School Counseling Program Student Learning Outcomes
OO. CEPD Program Evaluation Form and Results-Graduating Students
PP. CEPD Graduate Survey and Results
QQ. Employer Survey and Results
RR. Site Supervisor Survey and Results
AAA. CEPD Graduate Student Handbook
BBB. CEPD Community Counseling Practicum and Internship Handbook
CCC. CEPD School Counseling Practicum and Internship Handbook
DDD. CEPD Community Counseling Site Supervisor Handbook
EEE. CEDP School Counseling Site Supervisor Handbook
FFF. Community Counseling Program Sheet and Course Syllabi
GGG. School Counseling Program Sheet and Course Syllabi
HHH. Faculty Vitae
Section I
SECTION 1
THE INSTITUTION

Section I.A: The institution in which the academic unit is housed is accredited by a regional or institutional accrediting body that is recognized by the Council for Higher Education Accreditation (CHEA).

Community Counseling and School Counseling

The University of West Georgia (UWG) is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award associate, bachelor’s, master’s, education specialist’s and an education doctorate degree. The College of Education (COE) is accredited by the National Council for Accreditation of Teacher Education (NCATE).

Documentation:
Pg. 19-20, 2007-2008 UWG Graduate Catalog-Selected Pages (Appendix A) (NOTE TO CACREP REVIEWERS: Only selected pages of the Graduate Catalog are contained in Appendix A. A copy of the actual publication, under its own cover, is included with this self-study.)

Section I.B: The current institutional catalogue or bulletin accurately describes the academic unit and each program offered, including admissions criteria, minimum program requirements, matriculation requirements (for example, examinations, academic-standing policies), and financial aid information.

Community Counseling and School Counseling

The Graduate Catalog accurately describes the Community Counseling and School Counseling programs (Guidance and Counseling -- M.Ed.) including admission criteria (pg. 175-177), Department of Counseling and Educational Psychology (CEPD) admission criteria (pg. 203-204), program requirements (pg. 180), matriculation requirements (i.e., examinations, academic standing policies [pg. 63-71]), and financial aid information (pg. 39-47, 55-57). The CEPD Graduate Student Handbook contains the departmental policy for the written comprehensive exit exam (pg. 34) and additional information in other areas. Other sources of information are the department Informational Brochure about Graduate Study in Professional Counseling, and the department Homepage (http://www.westga.edu/~cep/).

Documentation:
Pg. 39-47, 55-57, 63-71, 175-177, 180, 203-204, 2007-2008 UWG Graduate Catalog – Selected pages (Appendix A);
Pg. 34, CEPD Graduate Student Handbook (Appendix AAA);
CEPD Informational Brochure about Graduate Study in Professional Counseling (Appendix B);
CEPD Homepage on the Internet (http://westga.edu/~cep/)