

**Western Illinois University
Division of Academic Affairs**

**Department of Counselor Education
(CNED)**

Consolidated Annual Report, Planning Document and Budget Request

**CURRENT YEAR
Fiscal Year 2013**

Accomplishments and Productivity for FY13

1. Give a brief review of the division's goals and objectives for FY13.

Implemented changes to meet updated Illinois State Board of Education laws for school counseling students and Iowa Board of Educational Examiners for clinical mental health counselors.

Worked in collaboration with WIU-QC Administration and Phase II Waterfront contractors to refine the area designated for the new counseling training clinic and the administrative offices for the department.

Hired a new faculty member.

Developed and implemented an intensive recruitment plan.

2. List the most important divisional accomplishments for FY13 and document how these accomplishments support the goals and objectives of the University, including specific Strategic Plan accomplishments. List the accomplishments based on the below goal areas. Divisions may indicate "not applicable" or "none" under a goal area as appropriate.

a. Enhanced Culture for Teaching and Learning

- Maintain rigor and high academic standards

CNED 597 Internship students completed the Counselor Preparation Comprehensive Examination (CPCE) to assess students' level of knowledge of counseling. The CPCE covers the eight common core areas required by the CACREP Standards for Preparation. Results from this initial assessment revealed that WIU-QC students ($M = 92.23$) scored above the national mean ($M = 83.95$) for non-exit exams.

Results of the National Counselor Examination (NCE), completed by our graduating or recently graduated Clinical Mental Health Counseling students revealed a 100% pass rate for CACREP and Counselor Work Behavior Areas.

100% of school counseling students entering internship passed the Basic Skills Test and the School Counseling Content Test as required by the Illinois State Board of Education (ISBE).

CNED has the assistance of three 8-month graduate assistants who assist faculty and administration with the daily functioning and special projects that enhance our learning culture.

CNED continues to evaluate courses in light of student feedback, accreditation and licensure, and examination results.

- Initiate implementation of revised FYE

Not applicable.

- Increase course based civic learning and service learning opportunities, while helping to spur community development in our region and beyond

CN 519: Crisis and Trauma Counseling created a manual for spirituality techniques and interventions for caregivers for Gilda's Club. This is an ongoing project that continues to focus on multicultural issues surrounding spirituality.

- Expand study abroad opportunities/increase internationalization

A faculty member is chairing a thesis on International Counseling.

- Support scholarly/professional activity

Faculty were each provided up to \$1,000 in travel/professional development funds to present and attend professional conferences/meetings/workshops.

- Support for Quad Cities Riverfront campus

Not applicable.

- Expand scope of the Centennial Honors College

Not applicable.

- Support undergraduate and graduate research opportunities

CNED graduate students were encouraged to submit and present at state, regional, and national counseling conferences.

b. Fiscal Responsibility and Accountability

- Allocate new funding and reallocate variance dollars to support University priorities

Variance dollars were used to hire an adjunct faculty member for this fiscal year.

- Identify alternative funding sources

Faculty are charged with seeking alternative funding sources appropriate to CNED Mission, Goals, and Objectives. A review of findings is conducted at the Annual CNED Faculty Retreat.

Additionally, faculty are in the process of identifying donors for the new counseling center.

c. Focus on Statewide Public Agenda and Performance Funding Initiatives

- Increase educational attainment through enhancement of recruitment and retention of students

CNED developed an initiated an intensive recruitment program.

- Insure college affordability by expanding and improving scholarship opportunities and providing students with greater access to employment

Not applicable.

- Increase the number of high quality baccalaureate degrees awarded

Not applicable.

- Enhance access, equity, and multicultural initiatives for entire campus community

Not applicable.

d. Facilities Enhancement and Deferred Maintenance

- Support for renovation of science laboratories

Not applicable.

- Support for Engineering and Nursing facilities

Not applicable.

- Support for Performing Arts Center

Not applicable.

- Support for three-dimension art facility

Not applicable.

- Renewed funding for classroom renovation

Not applicable.

- Support major capital budget initiatives

Not applicable.

e. Technology Enhancement

- Support the enhancement of technology infrastructure

Not applicable.

- Integrate the utilization of technology into the classroom

While our department is not charged with this initiative, our courses do contain technology usage and skills, as required by the Association for Counselor Education and Supervision.

- **Implement Desire to Learn**
While our department is not charged with this initiative, several of our courses are now taught online using D2L and most integrate D2L technology.
- **Continue computer replacement as funds are available**

Not applicable.

3. Indicate measures of productivity by which the unit's successes can be illustrated.

CNED utilizes a variety of productivity measures. These include enrollment data, retention data, evaluation of teaching/primary duties, evaluation of scholarly/professional activities, and university/community service.

4. Describe how the division used any of the following categories of funds to enhance accomplishments and productivity:

a. Western Illinois University Foundation funds

CNED uses its' donations to the foundation funds to provide scholarships to current students. This past year we awarded two scholarships in the amount of \$275.00 each.

CNED also utilized the foundation account to pay group supervisors for their work on behalf of our students.

Additionally, the CNED Field Placement Site Supervisor Training was funded, in part, by the foundation account.

b. Funds available due to vacant positions or dollars saved through hiring of new personnel at whatever level those funds reside

CNED was able to use these funds to cover the cost of 1 course that was taught by a retired faculty.

c. Grants, contracts, or local funds

The PACERS program was awarded an additional year of funding by the AT&T Foundation in the amount of \$70,000.

d. Internal Reallocations: For reallocations over \$20,000, identify the amount, area that was reallocated from, and the priority that funds supported

Not applicable.

e. Other fund sources

Not applicable.

Budget Enhancement Outcomes for FY13 Not applicable.

For each budget enhancement received in FY13 complete an Accountability Report form (Attachment A). Be specific about approved productivity measures.

BUDGET YEAR
Fiscal Year 2014

Major Objectives and Productivity Measures for FY14

1. List the most important goals and objectives the division will pursue in FY14, and how these actions will be measured/assessed.
 - a. The development of the WIU-QC Counseling Center for Children, Adults, and Families at the new Riverfront Campus is a priority for CNED. The progress toward this goal will be assessed during the Phase II Campus Steering Committee meetings and Lab sub-committee meetings. Furnishings appropriate to a training Center will need to be purchased and a clinical director hired along with support staff. Additionally, technology specifications to meet the needs of the Center will be assessed (Attachment C, D, and E). This goal will be measured by the actual funding of the Center.
 - b. Another priority for CNED would be to permanently increase one of our 8-month graduate assistant positions to a 12-month graduate assistant position. This goal will be measured by the approval of and receipt of funding for this change (see Attachment C and E).
 - c. The continued efforts to expand recruitment of qualified students to CNED is also a priority. Receipt of funding for recruitment and application and acceptance numbers will be used for assessment purposes.
 - d. Finally, a priority for CNED is the hiring of new faculty to replace one retired faculty and one faculty who resigned (Attachment C and E). This goal will be measured by the actual hiring of new faculty.
2. Of the objectives identified above, please indicate which are directly related to Strategic Plan action items.
 - a. Objective a is directly related to Strategic Plan Goal a: Enhanced Learning Culture (maintain rigor and high academic standards, support graduate research opportunities).
 - b. Objective b is directly related to Strategic Plan Goal a: Enhanced Learning Culture (maintain rigor and high academic standards).
 - c. Objective c is directly related to Strategic Plan Goal c: Focus on Statewide Public Agenda and Performance Funding Initiatives (increase educational attainment through enhancement of recruitment and retention activities).
 - d. Objective d is directly related to Strategic Plan Goal a: Enhanced Learning Culture (maintain rigor and high academic standards).
3. For Strategic Plan action items noted above, indicate whether you intend to have the action completed in the short-term (next 12 months), mid-term (2-4 years), or long term (5+ years).
 - a. Objective a is slated to be completed in the mid-term (2-4 years) but will also be an ongoing objective.
 - b. Objective b is slated to be completed in the short-term (next 12 months) but will also be an ongoing objective.
 - c. Objective c is slated to be completed in the short-term (next 12 months) but will also be an ongoing objective.
 - d. Objective d is slated to be completed in the short-term (next 12 months) but will also be an ongoing objective.

Technology Goals and Objectives

1. List the most important technological goals and objectives the division will pursue in FY14, and how these will be measured/assessed.
 - a. A technology priority for CNED is the procurement of the technology package (Landro by IRIS Technologies Inc or equivalent) that will be required to operate the new counseling center in Phase II. Whether or not this technology request is secured will be the measure (see Attachment C and E).
 - b. A technology priority for CNED is the updating and replacing of existing faculty computers that no longer function in an effective manner required by faculty. Whether or not this technology request is secured will be the measure (see Attachment C and E).
2. Describe how these objectives build upon goals in divisional and/or institutional strategic plans.
 - a. Objective a directly relates to Strategic Plan Goal a: Enhanced Learning Culture (maintain rigor and high academic standards) and Strategic Plan Goal e: Technology Enhancement (integrate the utilization of technology into the classroom).
 - b. Objective b directly relates to Strategic Plan Goal a: Enhanced Learning Culture (maintain rigor and high academic standards, support scholarly/professional activity).
3. For each technology item, indicate whether you intend to have the action completed in the short-term (next 12 months), mid-term (2-4 years), or long term (5+ years).
 - a. Objective a is slated to be completed in the mid-term (2-4 years) given appropriate funding but is also an ongoing initiative.
 - b. Objective b is slated to be completed in the short-term (next 12 months) given appropriate funding and technology support personnel. It is also an ongoing initiative.

Internal Reallocations and Reorganizations

1. What are planned FY14 reallocations or reorganizations, including the movement of positions, the upgrade of positions, the creation of new positions, or the reallocation of personnel or operating funds?

CNED needs to reallocate one retired senior faculty position and one resigned faculty position to one new faculty hire and one new clinic coordinator hire within CNED. Additionally, with the funds saved from the retirement of a senior faculty, an additional support staff worker for the new counseling center and the transition of one GA to 12 months is planned. Further, there is also monies from another former retired senior faculty position that was only replaced by an entry-level faculty instructor.

2. How do these reallocations and reorganizations further Strategic Plan goals and objectives?

All plans are consistent with Strategic Plan Goal a: Enhanced learning Culture.

3. Describe how all reallocations, permanent and temporary, will affect the unit's standard performance measures.

These reallocations will ensure that the minimum required standard for our accredited programs can be met.

4. How are you planning to find new funds?

- a. Describe divisional strategies to seek additional resources (e.g., grants, Foundation)

The WIU-QC Counseling Center for Children, Adults, and Families can generate a modest revenue stream through a sliding-fee schedule.

- b. Provide an explanation of how additional resources would be used to enhance divisional objectives

These funds are necessary to provide an adequate work and educational training environment, consistent with our accreditation.

- c. Summarize long-term external funding goals which extend beyond FY14

Not applicable.

- d. Develop indicators/benchmarks to track attainment of goals

The goals will be met with approval and funding is received.

5. What is the current status of the long-term funding goals established last year?

It appears that the WIU-QC Counseling Center for Children, Adults, and Families will have its “bones” approved in the Phase II of the Riverfront Campus. We are still awaiting word about the funding for technology, furniture, tools, a center coordinator and additional support person.

Western Illinois University Quad Cities Not applicable.

1. Briefly describe programs or course offerings in the Quad Cities and the current success of those programs in terms of majors, minors, enrollment/SCH production, and completability.
2. How many faculty do you currently have located in the Quad Cities? How many Macomb-based faculty deliver courses in the Quad Cities? How many adjuncts did you use last year to teach in the Quad Cities? Will you be requesting additional faculty/staff next year (explain)?
3. Will you be asking for new programs or offerings in the Quad Cities next year? Will you be offering fewer programs or courses next year (if so, explain why)?
4. Summarize your short-term (2-4 years) and long-term (5 years or more) plans for Quad Cities in your unit (if applicable).
5. Explain additional resources (grants, foundation, etc.) derived from or located in the Quad Cities.

New Funding Requests

1. New Academic Degree/Option/Certificate/Concentration Development Requests

Complete a Request for New Academic Degree/Option/Certificate/Concentration Development form (Attachment B) for each new degree, option, certificate, or concentration program to be submitted through

the University curricular approval process in FY14, including enrollment projections and required resource requirements. Attach a copy of the feasibility study approved by the Provost.

2. New Operating/Base Resources Not Included in #1.

Complete an FY14 Budget Request form (Attachment C) for each new operating/base fund request not associated with new academic program development requests identified in #1 above. Also, please include any previous unfunded requests which remain as priorities.

3. Facilities Requests

Complete an FY14 Budget Request form (Attachment D) for each facility enhancement request over \$100,000.

Summary—New Fund Requests

1. Identify, in priority order, requests for additional funding in a spreadsheet (Attachment E). Include all funds requested for new academic programs (#1), operating/base (#2), and facilities (#3).
2. On this spreadsheet, please be sure to indicate whether you are seeking one-time or continuous funding. If you are seeking continuous funding, identify whether it is for a period of years or a permanent base increase.

Scholarly/Professional Activities

1. For the calendar year January 1, 2012, to December 31, 2012, provide the total number of scholarly/professional activities in your area for the following categories:

(see Appendix)

a. Book publications	0
b. Chapter/monograph/refereed article publications	0
c. Creative activities	
Total	7
International	0
e. Conference presentations	
Total	6
International	1

ATTACHMENT A	Accountability Report for Program Support — FY13
ATTACHMENT B	Request for New Academic Degree/Option/Certificate/Concentration Development — FY14
ATTACHMENT C	Budget Request — New Operating/Base Resources — FY14
ATTACHMENT D	Budget Request — Facilities over \$100,000 — FY14
ATTACHMENT E	Summary — New Funding Requests — FY14

Western Illinois University

Budget Request — New Operating/Base Resources — FY14

Note: Use Attachment B for new academic degrees/options/certificates/concentrations.

1. Unit submitting request: Counselor Education (CNED) Priority Number _____

2. Provide a short title of the initiative/project proposed for incremental funding:

Landro technology package from IRIS Technologies Inc or equivalent for the counseling center in Phase II. This is a one-time purchase of \$105,004.00 plus continuous funds for ongoing maintenance, service, and updates of \$5,000.00/year.

Necessary furnishings for the new counseling center in Phase II for FY14. This is a one-time purchase of \$10,000.

Clinic Director for the new counseling center in Phase II beginning FY15. This is for continuous funds starting at \$74,135.00/year.

Support Staff worker for the new counseling center in Phase II beginning FY15. This is for continuous funds starting at \$27,324.00/year.

Replacement of faculty outdated computers with one Dell Desktop and one MacBookPro Laptop. This is a one-time purchase of \$2,827.00 plus continuous funds for additional replacements and updates of \$3,000.00/year.

Hiring of one assistant professor to replace retired full professor for FY14. This is for continuous funds stating at \$55,602.00/year.

A supplement to transition one of our Graduate Assistants to a 12 month position for FY13. This is for continuous funds \$3,700.00/year.

Departmental recruitment budget beginning FY14. This is for continuous funds \$2,750/year.

3. Provide a short description of the initiative/project proposed for incremental funding and how it relates to the University's goals, mission statement, or strategic plan.

All initiatives, with the exception of the last, are directly related to Strategic Plan Goal a: Enhanced learning Culture. Efficient and working equipment and communication along with adequate faculty and support are essential to the learning culture.

The last initiative is directly related to strategic Plan Goal c: Focus on Statewide Public Agenda and Performance Funding Initiatives. The department is in need of essential funding to aid in the enhancement of recruitment activities.

4. Describe the specific accomplishments and increases in productivity expected from this initiative/project and how results will be measured or evaluated.

Faculty and staff will be able to attend to their duties and students in a manner consistent with best practice.

The Department will be better able to recruit students and maintain and/or increase enrollment.

5. Provide a listing of all incremental funds requested by the following categories:

(Double-click to edit Microsoft Office Excel worksheet.)

Fund Type	One-Time Funding (FY2014 Only)*	Continuous Funding (Beginning FY2014)*	Requested Funding (Beginning FY2015)
Personnel Services			
Faculty-Tenure Track	0	0	55,602
Faculty-Non Tenure Track	0	0	0
Graduate Assistants	0	3,700	0
Administrative	0	0	74,135
Other	0	0	27,324
Equipment & Instructional Materials	107,831	3,000	10,000
Library Materials	0	0	0
Contractual Services		5,000	0
Other Operating Funds	0	2,750	0
SUBTOTALS	107,831	14,450	167,061
TOTAL NEW FUNDING REQUIRED	289,342		

* Please indicate if new positions are to be hired in FY2014 or FY2015. Also, indicate if the FY2014 request is for one-time funding or a continuous increase to the base. [See section 2 above.](#)

6. Will the initiative/project be supplemented by other funds? Yes No

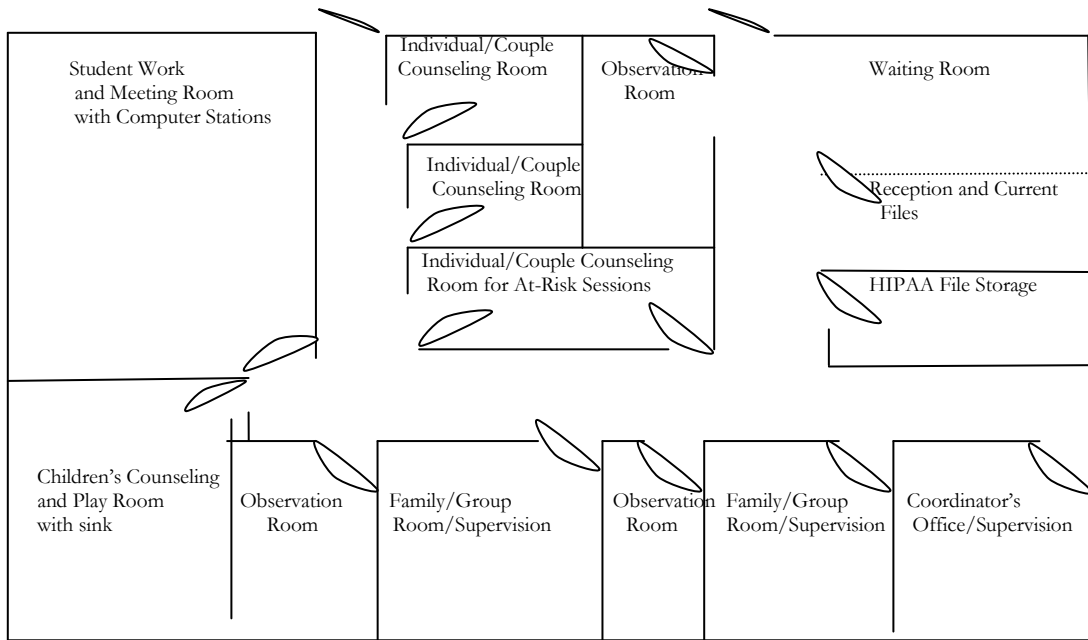
If yes, please describe:

Western Illinois University
Budget Request — Facilities Over \$100,000 — FY14

1. Unit submitting request: Counselor Education (CNED) Priority Number _____
2. Provide a description of the facility request and how it relates to the University's goals, mission statement, or Strategic Plan.

The WIU-QC Counseling Center for Children, Adults, and Families will provide a clinical laboratory teaching space for CNED and its' students. The Center will not only provide a training facility for practicum and internship students, but will also provide direct service delivery based upon a sliding fee scale to members of the community. A tentative schematic of the Center is below.

WIU-QC Phase II Counseling Suite based on Holabird & Root Design



3. Describe the specific accomplishments and increases in productivity expected from the proposed facility enhancement and how results will be measured or evaluated.

The lack of a teaching/clinical laboratory has severely limited CNED curriculum for the past two decades. While CNED has delivered in the Quad Cities for more than 20 years, the curriculum was initially structured to accommodate the lack of a lab space. This accommodation is no longer viable and this limitation was cited in the most recent CACREP-accredited report (April 2, 2009).

4. Please include cost estimates if they are available.

Estimated cost is an initial investment of \$125,000 with ongoing costs of \$5,000/year. Additionally, costs associated with Center personnel will be approximately \$100,000/year.

Western Illinois University
Summary — New Funding Requests — FY14

Unit submitting request: [Counselor Education \(CNED\)](#)

List all funding requests in priority order. (Double-click tables to edit Microsoft Office Excel worksheets.)

New Academic Degree/Option/Certificate/Concentration Development

Priority Number	Title of New Program	1st Year Funding Requirements
1		0
2		0
3		0

New Operating/Base Resources
Not Associated with New Degree/Option/Certificate/Concentration Development

Priority Number	Title of Funding Request	One-Time Funding (FY2014 Only)	Continuous Funding (Beginning FY2014)	Requested Funding (Beginning FY2015)
1	Landro technology package or equivalent	105,004	5,000	0
2	Furnishings for counseling center in Phase II		0	10,000
3	Clinic Director (new counseling center)	0		74,135
4	Support Staff Worker (new counseling center)	0		27,324
5	Replacement of faculty computers	2,827	3,000	0
6	Hiring replacement faculty			55,602
7	Supplement for Graduate Assistant to make 12 months		3,700	
8	Recruitment budget		2,750	
9		0	0	0
TOTALS		107,831	14,450	167,061

Facilities over \$100,000

Priority Number	Title of Funding Request	One-Time Funding (FY2014 Only)	Continuous Funding (Beginning FY2014)
1		0	0
2		0	0
3		0	0
4		0	0
5		0	0
6		0	0
TOTALS		0	0

Appendix

Book Publications – 0

Chapter/Monograph/Refereed Article Publications – 0

Creative Activities – 7

Alexander-Albritton, C., Griffith, A., Shoop, J., Norlin, S., Anderson, J., Suhr, K. & Ensinger, J. (September 28, 2012). *Adventure Based Counseling for School Practitioners*. *Counseling Academy*, Rock Island, IL.

Newgent, R. A. School-University Collaborative Research SIG Reviewer for AERA Conference Proposals. Proposal reviewer for the 2013 AERA Conference (invited).

Newgent, R. A. ACA Conference Proposals Reviewer. Proposal reviewer for the 2013 ACA Conference (invited).

Newgent, R. A. Social Development Guest Editor. Invited editorial reviewer.

Newgent, R. A. AACE Reviewer for ACA Conference Proposals. Represent AACE as a proposal reviewer for the 2012 ACA Conference (invited).

Newgent, R. A. Counseling Outcome Research and Evaluation (CORE) Editorial Board. Invited editorial board membership for the inaugural editorial board. Board membership renewed for the 2012-2015 term.

Stoner-Harris, T., & O’Ryan, L.W. (September 2012). *Domestic violence and GLBT individuals*. Family Resources, Moline, IL.

Conference Presentations – 6

Alexander-Albritton, C., Norlin, S, & Griffith, A. (November 2012). Facilitating an Increased Involvement in Professional Organizations at the Masters and Doctoral Level. *Illinois Counseling Association Conference*, Springfield, IL.

Newgent, R. A. (October 2012). *Tips for applying for counselor education faculty positions*. Presentation at the North Central Association for Counselor Education and Supervision Conference, Kansas City, MO.

Newgent, R. A. (September 2012). *Measurement of outcomes in counselor preparation and practice*. Paper presentation at the Association for Assessment in Counseling and Education Conference, Orlando, FL.

Newgent, R. A. & Stoner-Harris, T. D. (March 2012). *Gatekeeping from admission to graduation: Screening, annual review, due process, remediation, and retention*. Presentation at the American Counseling Association Conference and Exposition [Counselor Education and Supervision Academy], San Francisco, CA.

Newgent, R. A., Davis Jr., H., Higgins, K. K., & Greenleaf, A. T. (March 2012). *Tips for applying for counselor education faculty positions*. Presentation at the American Counseling Association Conference and Exposition, San Francisco, CA.

O’Ryan, L.W. (May 2012). *A phenomenological exploration of aging: A contextual view of global perspectives from cultural and spiritual perspectives*. Paper presented at International Federation on Ageing’s 11^h Global Conference. Prague, CZ.