

School of Education and Human Services
Counseling Center

Annual report
2008 - 2009



250A Pawley Hall
248-370-2633

School Education and Human Services Counseling Center

Annual Report

Spring/Summer 2008 – Summer 2009

**The SEHS Counseling Center is a training, service and research facility
for the
Department of Counseling**

**Patrick Faircloth, M. A.
Doctoral Candidate
Coordinator, SEHS Counseling Center**

**Luellen Ramey, Ph.D.
Director, SEHS Counseling Center**

**Lisa D. Hawley, Ph.D.
Chair, Department of Counseling**

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2008-09 Annual Report prepared by Pat Faircloth and Luellen Ramey

I. 2008- 2009 FACULTY and STAFF of the SEHS COUNSELING CENTER

2008-09 SEHS Interim Dean	William G. Keane, Ed.D.
Counseling Department Chair	Lisa D. Hawley, Ph.D.
SEHS CC Director	Luellen Ramey, Ph.D.
SEHS CC Coordinator:	Pat Faircloth, M.A.
2008 Autism Spectrum Disorder Coordinator:	Kimberly Spampinato, M.A.
2009 Autism Spectrum Disorder Coordinator:	Darlene Groomes, Ph.D.
2009 Autism Spectrum Disorder Intern:	Bonita Pomeroy, B.S.
Pontiac Practicum Coordinator/ Supervisor:	Enid L. Kleiner, M.A.
SEHS School Liaison:	Lyanna Leibert, Ed.S.

Clinical Faculty teach counseling courses; their students utilize the CC for their training. For 2008-2009 they included:

Elyce A. Cron, Ph.D.	Milissa Pierce, M.A.	Robert S. Fink, Ph.D.
Luellen Ramey, Ph.D.	James T. Hansen, Ph.D.	Kristin A. Smiley, Ph.D.
Todd W. Leibert, Ph.D.	Colin Ward, Ph.D.	Cora Haskins, Ph.D.
Ross Flynn, Ph.D.	Donna Weinstein, Ph.D.	

Clinical Supervisors are part-time employed Licensed Professionals who individually supervise student counselors. For 2008-2009 they included:

Ann Liesen	Christine Gill	Lynn Kelemen
Lyanna Leibert	Mary Clare Offenbaucher	Michelle Mannina
Donna Weinstein	Marianne Balton	Connie Justice Billiter
Kathleen Abke	Jean Williams	Terrance McClain
Maechi Chue	Ross Flynn	Vaibhavee Agaskar

Faculty researchers collect data for the purpose of analysis and publication. For 2008-2009 they included:

Todd W. Leibert, Ph.D.	Brian J. Taber, Ph.D.
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CC Part-time Receptionists:

Mary Mizak, Kate Main-Fredal, Sophelia Griffin, Emma Frager, Mallory Stehle, Meghana Shah, Kaitlyn Shields, Jeffrey Simms, Kristen Smaha, Alcia Freeman

Please see the SEHS Counseling Center website at www.oakland.edu/sehs/cc

Please feel free to contact Pat Faircloth at 248-370-4187 for a tour of the Counseling Center.

The Counseling Center front desk can be contacted at 248-370-2633.

II. SEHS COUNSELING CENTER FAST FACTS FOR 2008-09

- **2105** clients received services at the SEHS Counseling Center. These included clients who received individual, couple, family or group counseling services.
- Children diagnosed with Autism Spectrum Disorders and their families were among the clients served by the Counseling Center.
- **161** student counselors served clients in the Counseling Center
- **514** students were enrolled in clinical classes that used the Counseling Center.
- **8500** hours of no-cost counseling were provided to the community.
- The Counseling Center connected to approximately **101** agencies, churches and schools for the purpose of marketing and referral.
- Two doctoral students collected and analyzed data from the CC to complete their Ph.D. degrees.
- Faculty members continued to collect and analyze data on counseling services offered by the Counseling Center.
- The SEHS Counseling Center was open 62 hours per week, except for scheduled university closings.

III. MISSION STATEMENT of the SEHS COUNSELING CENTER

The mission of the School of Education and Human Services Counseling Center at Oakland University is to achieve national prominence through a tripartite model of excellence in training, service and research.

The SEHS Counseling Center is located in 250 Pawley Hall.

IV. GOALS OF THE SEHS COUNSELING CENTER

1. To train masters, specialization, and doctoral students in quality supervised clinical counseling, in compliance with CACREP standards, while providing no-cost individual, couple, family, group, and career counseling services to members of the university and surrounding communities.
2. To provide the technological capacity for counseling students and their supervisors and professors to view recordings of counseling sessions for the purpose of skill development.
3. To promote and assist research goals of the Department of Counseling, while training masters, specialization and doctoral students under professional supervision.
4. To work closely with the Adult Career Counseling Center, a service unit of the Department of Counseling, located within the SEHS Counseling Center.

V: ACTIVITIES BY GOAL:

GOAL 1: To train masters, specialization, and doctoral students in supervised quality clinical counseling, in compliance with CACREP standards, while providing no-cost individual, couple, family, group, and career counseling services to members of the university and surrounding communities.

The primary purpose of the SEHS CC is to provide quality counseling training experiences for Counseling graduate students who have enrolled in CNS 664: Practicum in Counseling and CNS 780: Advanced Practicum in Counseling.

Students also use the SEHS CC for the following courses:

- CNS 661: Techniques in Counseling
- CNS 663: Group Counseling
- CNS 672: Seminar in Counselor Supervision
- CNS 683: Advanced Appraisal: Models and Methods.

In addition, the SEHS CC provides a setting for post-masters specialization students.

Specific uses of the CC include:

- A. Each student in CNS 664: Practicum in Counseling is required to complete a minimum of 40 direct client contact hours in the SEHS CC per CACREP standards. However, many students now average 50 direct counseling hours.
- B. Each Practicum student is assigned a client load of 7-11 clients.
- C. The student counselor meets with each client for a 50-minute session, typically once per week for up to 14 weeks.
- D. Each student counselor meets for individual supervision once per week in the SEHS CC.
- E. Each student in CNS 780: Advanced Practicum is required to complete a minimum of 40 direct client hours of clinical experience, per CACREP standards.
- F. CNS 780: Advanced Practicum students are assigned clients by the coordinator; these cases are more complex than clients assigned to CNS 664 students.
- G. The SEHS CC also services the students in CNS 661: Techniques in Counseling, and CNS 663: Group Counseling. These students are

preparing for the practicum experience. They use the SEHS CC to practice peer and group counseling in a supervised, videoed environment.

- H. Doctoral students in CNS 672: Seminar in Counselor Supervision, supervise CNS 664 students as these practicum students fulfill their counseling requirements.
- I. Doctoral students in CNS 683: Advanced Appraisal, utilize rooms within the SEHS CC to conduct testing and assessment.
- J. The SEHS CC provides clients and counseling rooms for advanced specialization students.
- K. The SEHS CC provides counseling services to Oakland University and the surrounding communities year round.
- L. The coordinator maintains records of all counselors and clients who use the SEHS CC.
- M. The SEHS CC also facilitates assessment procedures for students to administer to clients via software, internet and paper assessments.

The following activities related to Goal I are accomplished by the CC coordinator and staff:

- A. Developing referral resources for the SEHS CC both on campus and in the community.
- B. Providing prompt response time when a prospective client has scheduled an appointment.
- C. Providing group support on various topics to meet the needs of clients who contact the center.
- D. Engaging in proactive marketing strategies.

GOAL 2: To provide the technological capacity for counseling students, supervisors and professors to view recordings of counseling sessions for the purpose of skill development.

Activities involved in carrying out this goal are:

- A. Maintaining all equipment for recording sessions for those who use the SEHS CC.

- B. Providing receptionist assistance during the 62 hours the SEHS CC is open to the counselors, clients, and the public.
- C. Ordering equipment as needed to maintain files and recording equipment.
- D. Maintaining the counseling rooms used by students.
- E. The SEHS CC Coordinator is on-call during all 62 hours of operation.

GOAL 3: To promote and assist research goals of the Department of Counseling, while training masters, specialization and doctoral students under professional supervision.

Activities involved in carrying out this goal are:

- A. Working closely with counseling faculty members interested in conducting research in the SEHS CC.
- B. Assisting doctoral candidates to collect data in the SEHS CC.
- C. Strongly supporting and encouraging the use of the SEHS CC for research purposes.

GOAL 4: To work closely with the Adult Career Counseling Center, a service unit of the Department of Counseling located within the SEHS Counseling Center.

The Adult Career Counseling Center (ACCC) is housed in rooms 280 A, B, C, and D within the SEHS CC. The collaborative coordination of the services of these two separate units has taken place to the benefit of both centers. The two centers refer clients to each other and the SEHS CC staff assists ACCC clients that check in for appointments at the front desk. The SEHS CC Coordinator now attends all ACCC staff meetings and ACCC Advisory Board meetings. The SEHS CC Coordinator has assisted the ACCC in conducting graduate assistant position interviews for the ACCC.

The ACCC produced its own annual report.

VI. STUDENT AND CLIENT DEMOGRAPHICS

The SEHS CC was used by the following classes and students in fulfillment for course requirements from Spring/Summer semester of 2008 through Spring/Summer semester of 2009:

Spring/Summer Semester 2008	No. of Students
CNS 664: Counseling Practicum – 3 sections	34
CNS 698: Couple & Family Practicum – 1 section	7
CNS 661: Techniques in Counseling – 4 sections	35
CNS 698: Advanced Methods: C&F- 1 section	12
CNS 699: Couple & Family Intern – 1 section	1
CNS 663: Group Counseling – 2 sections	33
CNS 683: Advanced Appraisal: Models/Methods- 1 section	4
Total course sections: 13 sections	Total students: 126

Fall Semester 2008	No. of Students
CNS 664: Counseling Practicum – 4 sections	46
CNS 661: Techniques in Counseling – 5 sections	49
CNS 663: Group Counseling – 2 sections	34
CNS 699: Couple & Family Intern – 1 section	2
Total course sections: 12	Total students: 131

Winter Semester 2009	No. of Students
CNS 664: Counseling Practicum – 3 sections	38
CNS 780: Advanced Practicum- 1 section	3
CNS 661: Techniques in Counseling - 5 sections	56
CNS 663: Group Counseling – 3 sections	53
CNS 672: Seminar in Counselor Supervision – 1 section	5
CNS 699: Couple & Family Intern – 1 section	2
Total course sections: 14	Total students: 157

Summer Semester 2009	No. of Students
CNS 664: Counseling Practicum - 4 sections	30
CNS 661: Techniques in Counseling – 4 sections	40
CNS 663: Group Counseling – 2 sections	25
CNS 683: Advanced Appraisal: Models/Methods – 1 section	3
CNS 699: Couple & Family Intern – 1 section	2
Total course sections: 12	Total students: 100
Grand Total Course Sections: 51	
Grand Total No. of Students: 514	

VI. STUDENT AND CLIENT DEMOGRAPHICS (Continued)

The following demographic information describes the clients seen by Graduate Student Counselors from Spring/Summer semester of 2008, through Spring/Summer semester of 2009.

Demographics	Spring/Summer 2008	Fall 2008	Winter 2009	Spring/Summer 2009	Total
Registrations	479	468	445	377	1769
Returned	71	109	86	133	399
Total Clients Seen	408	359	359	244	1370

Modality	Spring/Summer 2008	Fall 2008	Winter 2009	Spring/Summer 2009	Total
Individual	269	338	304	251	1162
Couples	60	38	34	30	162
Family	79	38	24	12	153
Career	69	56	76	81	282
Group	2	1	2	1	6
Combination	0	1	37	14	52
Data not available	0	1	0	0	1
Totals	479	473	477	389	1818

Gender	Spring/Summer 2008	Fall 2008	Winter 2009	Spring/Summer 2009	Total
Male	184	168	179	144	675
Female	295	307	262	232	1096
Couples	60	38	34	30	162

Age	Spring/Summer 2008	Fall 2008	Winter 2009	Spring/Summer 2009	Total
5-12	62	39	33	19	153
13-19	50	61	49	31	191
20-30	149	165	145	123	582
31-40	84	69	66	87	306
41+	125	130	136	94	485
N/A / *	9	9	11	23	52

* Couples Data not reported

Total Number of Clients Served

Spring/Summer 2008 – Summer 2009: 2105

(This figure includes groups conducted in the SEHS CC.)

VII. REFERRAL SOURCES

	Spring/ Summer 2008	Fall 2008	Winter 2009	Summer 2009
ACCC	10	1	3	12
Advisor	1	0	0	1
Al-anon	0	1	0	1
Alumni	0	1	6	2
Auburn Hills Library	0	0	0	1
Avondale High School	0	2	0	0
Baker College	2	0	0	2
Beaumont Hospital	1	4	3	1
Birmingham Maple Clinic	0	0	0	1
Birmingham Youth Asst.	0	0	2	0
Brandon High School	0	0	1	0
Brochure	4	1	0	1
Care House	0	2	0	0
Career Counseling Services	4	1	11	1
Career Fair	0	0	1	0
Carperto Elem	0	0	1	0
Catholic Social Services	0	1	2	0
Chris Gill	1	0	0	2
Chris Rans	0	0	0	1
Chrissman Elem School	0	1	0	0
Chrysler	0	0	0	1
Clear Lake School	0	1	0	0
Community Living Services	0	0	0	2
CMH- Macomb County	0	0	0	0
CMH- Oakland County	0	4	2	0
CMU	0	0	1	0
CNS Student	42	39	66	68
COHS Counselor	0	0	1	0
Common Ground	5	8	6	3
Connie Justice	1	0	0	0
CR Highland Church	0	0	2	0
Crisis Center	0	1	0	0
Crittenton Hospital	0	0	0	1
Current Client	0	0	0	1
Dept. of Human Services	0	0	0	1

REFERRAL SOURCES (continued)

	Spring/ Summer 2008	Fall 2008	Winter 2009	Summer 2009
Disability services	1	0	0	0
Domestic Violence Hotline	1	0	0	1
Dr. Ayers	0	0	1	0
Dr. Blume	0	2	2	1
Dr. Cron	0	5	0	0
Dr. Gail	0	0	2	0
Dr. Gall	1	0	2	0
Dr. Hawley	0	1	1	0
Dr. Jenkins	0	1	0	0
Dr. Judy Jacobs	30	42	20	31
Dr. Keelo	0	1	0	1
Dr. Larabee	0	0	0	1
Dr. Pillow	0	0	1	0
Dr. Ramey	0	0	0	3
Dr. Richards	0	0	0	1
Dr. Smiley	0	5	3	0
Dr. Sase Persaud	0	0	1	0
Dr. Tempinski	0	0	0	2
Dr. Ward	0	1	0	0
Dr. Yezman	0	0	1	0
Eastern Michigan University	0	0	0	1
Easter Seals	1	6	1	1
Enid Kleiner	0	0	0	1
Flyer at General Dynamics	0	0	0	1
Flyer in OU folder	0	0	1	2
Friend	30	24	16	24
Gender and Sexuality Center	0	0	1	0 1
Graham Health Center	7	6	4	

REFERRAL SOURCES (continued)

	Spring/ Summer 2008	Fall 2008	Winter 2009	Summer 2009
Greater Christ Church	0	0	2	0
Gregorian United Methodist Church	0	0	1	0
Harbor Oaks Hospital	0	0	1	0
Hart Middle School	0	0	2	0
Haven	0	0	0	1
Hazel Park District	1	0	0	0
Healthy Start Program	1	0	0	0
Henry Ford Hospital	0	0	4	0
Integrative Studies	0	0	0	1
Inter. Academy West	0	0	0	1
Internet	0	4	0	5
Jack's Place	0	0	1	0
Jean Williams	0	2	0	0
Kaitlyn Shields	0	0	0	1
Kalamazoo Comm. College	0	0	1	0
Lahser High School	0	0	2	0
Lake Orion Comm. Schl	0	0	0	1
Lake Orion Methodist	0	0	1	0
Lake Orion School Counselor	0	3	0	0
Lake Orion Senior Center	0	0	0	1
Linda Rauhut-Robak	0	0	1	0
Macomb County Crisis Center	1	0	3	0
Mallory Stehle	0	0	0	1
Malow Jr. High Newsletter	0	0	0	1
Marie Herfurth-HS counselor	0	0	1	0
Marsest Academy	0	4	0	0
MBTI workshop	0	0	1	1
MI Rehab Services	1	0	0	2
Michigan Works	4	4	10	7

REFERRAL SOURCES (continued)

	Spring/ Summer 2008	Fall 2008	Winter 2009	Summer 2009
MISD	1	0	0	0
Neighborhood House	0	0	0	0
News Paper	3	6	8	8
No Worker left behind	0	1	1	0
North Oakland Career Center	0	1	1	0
Oakland Comm College	1	0	1	0
Oakland Comm. Networks	1	0	0	0
Oakland County Courthouse	0	2	0	0
Oakland Family services	0	1	0	0
Oakland University Advisor	1	1	2	0
OU Career Fair	0	1	0	0
OU Cares	4	1	1	1
OU Employee	0	0	2	0
OU Magazine Article	0	0	0	1
OU Student	5	0	0	4
Our Lady of the Lakes Church	0	0	1	0
Oxford Elementary	0	0	3	0
Oxford Head Start	0	0	3	0
Patrick Faircloth	1	2	11	0
Pat's Jeep	0	4	1	0
Phone Book	1	0	0	0
Pontiac Northern	0	0	1	0
Pontiac Hospital	0	0	1	0
Pontiac School	4	0	0	0
Previous Client	31	54	21	0
Private Park Hospital	0	1	0	0

REFERRAL SOURCES (continued)

	Spring/ Summer 2008	Fall 2008	Winter 2009	Summer 2009
Psychologist	0	0	1	0
R.O.M.S counselor	0	0	1	0
Radio Station 95.5	0	0	0	1
Relative	4	24	20	6
Rochester Behavioral Health	1	0	0	0
Rochester Comm. Schools	0	0	2	3
Rochester Library	1	0	0	0
Sandcastles	0	0	0	1
School Counselor	0	0	2	0
Scripts Middle School	0	1	0	0
SEHS Advising	1	0	0	0
SEHS CC Staff	0	1	0	0
Self	0	0	2	0
St. Andrews Church	1	6	4	8
St. John Fisher church	1	0	0	0
St. Joseph Catholic Church	0	1	0	0
St. Vincent	0	2	0	0
Stadium Drive Elementary	0	0	0	1
STEP Program	0	7	0	0
Stevenson HS	0	0	0	1
Suburban Lifestyle	5	0	0	0
Teacher Armada HS	0	0	1	0
Therapist at CSS	0	0	1	0
Troy Career Center	0	0	0	2
Troy Networking Group	0	0	0	1
Troy Public Library	0	1	0	0
Turning Point	0	1	0	0
U of M Hospital	0	0	1	0

REFERRAL SOURCES (continued)

	Spring/ Summer 2008	Fall 2008	Winter 2009	Summer 2009
United Way	0	3	0	0
Unknown	40	52	76	107
upward bound	0	1	0	0
Virginia Malak FWWN	0	0	0	1
W. Bloomfield Elementary	0	0	1	0
Walk-in	0	3	2	1
Walled Lk Alternative HS	0	0	2	0
Walmart	1	0	0	0
Waterford CR Center	0	1	0	0
Waterford Middle school	0	0	1	0
Waterford Schools	0	1	0	0
Wayne State Prof.	0	0	1	0
Website	77	99	63	13
West Middle School	0	1	2	0
Westfield Middle School	0	1	0	0
Wild Elementary	0	0	1	0
Willkerson Elementary	0	2	0	0
Yellowbook reference	1	0	0	0
YMCA	1	0	0	0

VIII. SET-UP AND FUNCTIONING OF THE SEHS CC

The SEHS CC is located in 250 Pawley Hall. The center is comprised of 29 rooms. They are utilized as follows:

- 250A—Coordinator office
- 250D—Control room
- 250 E & G—Group rooms
- 250 F & H—Observation rooms
- 250 J—Child therapy room
- 250K—Classroom for university classes
- 280 E—Graduate assistant office
- 280 L—ASD Coordinator office

- 270 A—Group/Meeting Room
- 270 B—Staff room for Practicum students

Supervision rooms:

- 280 F, 280 G, 280 H, 280 J, 280 K. These are the only rooms used to conduct supervision sessions. They are also used for intake sessions and career counseling sessions where internet access is required. They are also used for research rooms as they can both play and record to DVD.

Couple counseling rooms:

- 270 Q & P. These rooms are equipped with a small sofa to accommodate couples and/or small families.

Counseling rooms:

- 270 D, 270 E, 270 F, 270 G, 270 H, 270 J, 270 K, 270 L, 270 M, 270 N. These rooms are used primarily for individual counseling sessions for CNS 664 Practicum students and CNS 661 Techniques of Counseling students.

Group rooms:

- 250 E, 250 G. These rooms are used by on-going groups and CNS 663 Groups Class.
- 270 A—Group/Meeting Room. This room is used by CNS 664 practicum students to case conceptualize as needed, by CNS 561 Techniques students, CNS 663 Group students, CNS 698 Couple & Family Practicum, staff and special meetings of the ACCC and the SEHS CC.

Child Counseling room:

- 250 J. This room is used for play therapy, on-going groups and CNS 663 Groups Class.

Assessment Center:

- Within the SEHS CC there is a suite of nine special education assessment rooms that belong to the Department of Human Development and Child Studies, chaired by Dr. Carol Swift. We collaborate with HDCS on the use of these rooms.

IX. REVIEW OF ACTIVITIES AND ACCOMPLISHMENTS

A. SEHS CC Hours of Operation

The SEHS CC is open six days per week, 62 hours per week, year round, except for university breaks and closings. This amounts to a total annual available service time of approximately 65,500 hours. This is currently accomplished with all part-time staff.

B. HANDBOOKS/MANUALS

The CC coordinator oversees the update of the following manuals:

1. **Practicum Counselor's Guide:** This student counselor guide outlines the procedures for all aspects of counseling clients and recording/storing information. The guide is updated each semester as needed.
2. **Supervision Guide:** This document outlines the policies and procedures counseling supervisors are expected to follow. It includes the procedures for treating clients, the forms used, and contact information for emergency situations. Copies are distributed to all supervisors and professors using the SESH Counseling Center.
3. **The Red Folder:** Added in 2008, a copy of this document is found in every counseling room and provides the counselor with a detailed script, policies and procedures to follow if a client expresses any level of suicidality.

C. Publicity, Marketing, Partnerships and New Activities

1. A brochure designed for the SEHS CC is distributed to all incoming Practicum students each semester. This brochure is also available for walk-in clients who are interested in the services the SEHS CC offers. We also include the brochure in all mailings to schools, places of worship, community organizations, counselors in private practice and agency settings, etc.
2. Each semester several press releases are published in local papers, religious bulletins, school newsletters, agency newsletters, etc.
3. Our website has been linked to all other Oakland University websites that refer for personal and career counseling.
4. Continued relationships with various campus services are maintained in addition to an increase in the departments we provided our services to. Our student counselors conduct career assessments & counseling for several sections in Human Resource Development. Every fall semester our students conduct MBTI testing for the School of Nursing.

5. The SEHS CC and the Counseling Center located in the Graham Health Center have an ongoing relationship. Patrick Faircloth met with the all the clinical staff of the Counseling Center: Dr. Bella Chopp, Dr. James Franklin and Dr. David Swartz. The services and roles of each center are clarified and possible future collaborations are the topic of continuing discussions.
6. Collaborations are continuously explored with on-campus departments and off-campus organizations that promise to yield beneficial outcomes.
7. The SEHS CC continues to support the efforts of Enid L. Kleiner who coordinates the Pontiac school-based practicum component for our center and Dr. Mary Rose Day who coordinates a group experience for practicum students with GEAR UP for Life during the Transition to High School summer program.
8. The SEHS CC continues to assist Kellie Klink who is the instructor for CNS 264: Education & Career Exploration and Dr. Thomas Blume, the professor for CNS 274: Integrating Academic, Career & Personal Development, by providing rooms for small group counseling experiences facilitated by practicum students.
9. The SEHS CC continues to maintain the position of ASD Coordinator, to conduct groups for the OU Cares/Waterford-Rochester Transition Program, and to conduct an ASD parent support group.
10. The SEHS CC has established and maintains several on-going groups such as the Men's Group and Women's group with a focus on displaced workers and the Study Skills Groups servicing K-12 students from the surrounding community.
11. During the summer 2008 term the position of SEHS CC School Liaison was created and filled by Lyanna Leibert. The purpose of this position is to identify all schools within a 30 minute radius of Oakland University and to market our services to those schools.
12. During this period of the annual report the SEHS CC created and maintained an e-portfolio page for the use of SEHS CC students, faculty and staff. This event can be seen as the first step in moving the SEHS CC to a paperless office.
13. The SEHS CC Coordinator severed on the following committees: Oakland University Crisis Counseling Team, Oakland University Threat Assessment Team and the Oakland University Core Behavior Concerns Committee. The Coordinator also attended S.A.F.E. ally training, and was a panelist at the Quality of Life Symposium for Individuals with ASD.

14. The SEHS CC established and maintained referral arrangements with the following organizations off campus:
 - Common Ground
 - Henry Ford Health Systems
 - Rochester YMCA
 - Saint Vincent DePaul Society
 - St. Anastasia Re-employment Ministry
 - St. Andrew's Church – Career Ministry
 - St. Mary of the Hills Career Ministry
 - William Beaumont Hospital

15. The SEHS CC Coordinator appeared on a Waterford cable program entitled *Senior Focus* and discussed the services of the SEHS CC and concerns of people in the later stages of life. He also presented to the following groups on a range of subjects and the services offered by the SEHS CC:
 - French Working Women Network (FWWN)
 - Lake Orion Sunrise Rotary Club
 - Oakland County School Counselor Academy
 - Oakland University PAC Networking panel discussion
 - Oakland University - Beaumont Graduate Program of Nurse Anesthesia
 - OAAA and Young Professionals of Rochester
 - Oxford School District
 - St. Anastasia Re-employment Ministry
 - St. Andrew's Church – Career Ministry (Regular presenter for two years)
 - St. Mary of the Hills Career Ministry
 - Interviews: WWJ AM 950, Detroit Free Press

E. FILING

The client files from past years are stored in the SEHS CC file room alphabetically by semester and year. The staff will keep all files for 7 years. Upon expiration, all files are destroyed via shredding.

F. STAFF

The SEHS CC staff consists of the Coordinator (a 30 hour on-site employee and 62 hours on-call), 3-5 receptionists (work study), and 1 senior receptionist (casual employee). Internships are also available in the CC. During the period of this annual report one intern worked as staff and as a student counselor in the CC, with a focus on counseling displaced workers. Currently, Mr. Chris Tidimane a Ph.D. student in the Department of Counseling worked 5 hours per week in the SEHS CC and 15 hours per week in the ACCC.

G. ASSESSMENTS

The SEHS CC Coordinator orders the Strong Interest Inventory online as needed for Practicum students each semester. We also order MBTI test booklet, score sheets, and answer sheets as needed. The most recent test the SEHS CC ordered is the Career Decision Making (CDM) that may be used as a career instrument for young adults.

H. EQUIPMENT

Room Number	Devices	Room Number	Devices
250A SEHS CC Coordinator Office	Computer, Printer/ Phone	270 A Group/Meeting Room	No Technology
250 E & G Group Rooms	TV/VCR & Phone	270 B Staffing Room	Phone/Refrigerator Microwave
250 F & H Observation Rooms	2 Speaker/Headset Phone/ 2 DVDs/ 1 Monitor/	280 E Graduate Assistant Room	TV, Computer, Printer/ Phone
250 J Child friendly Room	TV/VCR & Phone	280 F-K Supervision/ Research/Career Intake Rooms	2 DVD Recorders/ Monitor & Phone
270 C Playback Room	8 Computers/ 8 DVD Recorders/ Monitor	280 L ASD Coordinator Office	Phone & Refrigerator
270 D -N Counseling Rooms	DVD Recorder/ Monitor & Phone	250 D Control Room	Computer/ Phone Copier
270 P & Q Couple/Family Rooms	DVD Recorder/ Monitor		

I. ELECTRONIC STORAGE

Client demographics are entered into a database as collected. This database serves as our tracking mechanism to monitor all client assignment and activity.

A webpage for the SEHS CC is currently available. Clients can read about the center, email questions, and register online if they choose. The coordinator of the center is now the webmaster of the SEHS CC website.

X. EVALUATION OF THE CENTER

An informal internal audit of the SEHS CC is conducted every year. Some of the results of this audit are incorporated into this annual report and other results have been reported to the Department of Counseling Chair. The results of the informal internal audit were used during the period of this annual report to prepare for CACREP accreditation.