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April 29, 2016

Communication Disorders & Sciences

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**Communication Disorders & Sciences**  
**Faculty Meeting Minutes**  
**April 29, 2016**

- I. A motion was made (Edgington) and seconded (Ramrattan) to approve the minutes from April 6. Minutes were approved as written.
- II. Announcements
  - a. Calendar of Events
    - i. Friday, April 29: Honors Presentations, 10:00 – 12:00
    - ii. Thursday, May 5: Undergraduate Visit Day
    - iii. Saturday, May 7: Graduation and Department Reception
    - iv. Monday, May 16: Intersession Begins
    - v. Monday, June 13: 6-week Session Begins
    - vi. Thursday, July 7: Clinic Scheduling Meeting, 10:30
    - vii. Friday, July 8: Clinic make-up for July 4 Holiday
- III. Discussion Items
  - a. Chair
    - i. Four second year graduate students were on campus last week to retake oral comprehensive exams. All four students passed.
    - ii. Budgets are still frozen at this time, including our Clinic budget. Frank has compiled requests for clinic materials which will be purchased if/when funds are released. Furniture and storage for GA and faculty offices may also be purchased if funds are available.
    - iii. Emily will be bringing around the fall textbook list for your review. Please complete the appropriate form if you are requesting a new textbook for a course and turn it in to Angela.
    - iv. Advisors should do grade checks after grades are posted on Tuesday, May 9. Please notify Angela whether or not sophomores who were not admitted to the major in February have now met requirements. All students need to maintain the 2.5 CGPA and 2.75 MGPA to continue in the major. Also, please check GPAs for students enrolled in 4900 in the fall.
    - v. CAA Site Visit November 7-8, 2016 (Monday-Tuesday)
  - b. Clinic Director
    - i. The summer clinic schedule is finished. Student have not yet been given client assignments. Cohort students will be notified about the days and times of their assignment for planning purposes.
    - ii. Cohort supervisors will meet next week to discuss needs of the cohort students for summer clinical experiences.
    - iii. Please complete all diagnostic ratings by early next week so that Frank can enter final grades.
    - iv. When signing clinical hours, please make sure students have entered times in the correct columns.
  - c. Graduate Coordinator
  - d. Committee Updates
    - i. Assessment
      1. Nichole reminded us that DLOs rated in each class must match the standard listing; these should not be changed by individual faculty.

Final ratings are due at the same time as final grades. Notify Nichole with any questions or errors you find in the system.

ii. Alumni

1. Danielle will be contacting faculty to set up a time for an interview for the faculty update section of the Alumni Newsletter. Danielle will gather information then write up the summary.

IV. Other

- a. The document camera in the classroom has not been working this week.
- b. A retirement celebration for Frank and Chris was tentatively scheduled for July 8 3-5:00 p.m. at Roc's.
- c. Courtney has offered to host a summer Grad Student party at her house. The date has not been determined, however it was suggested that a Tuesday evening be scheduled, and that an alternative rain date be identified.

cc: Provost Lord  
Dean Klarup  
Booth Archives