

8-16-2016

August 16, 2016

Communications Disorders & Sciences

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Recommended Citation

Communications Disorders & Sciences, "August 16, 2016" (2016). *Faculty Meeting Minutes & Agendas*. 33.
http://thekeep.eiu.edu/commdis_facmins/33

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Communication Disorders & Sciences
Faculty Meeting Minutes
August 16, 2016
10:00 – 12:00

- I. A motion was made (Ramrattan) and seconded (Mulvey) to approve minutes from April 29, 2015. The motion passed with 2 abstentions (Osmelak, Barcus).
- II. Communications
 - a. PROWL 2016 schedule
 - b. D2L 24/7 Support
 - c. Office of Testing and Evaluation Hours through Aug. 29
 - d. Celebration of Publications, Creative Works, & Grants Timeline
 - e. Autism Conference
 - f. SIG 10 Information
- III. Announcements
 - a. Welcome to New Faculty: Danielle Osmelak & Lynne Barcus
 - b. Calendar of Events
 - i. Tuesday, August 16: Transfer Advisement
 - ii. Wednesday, August 17: New Faculty Orientation
 - iii. Friday, August 19: Convocation @ 9:15; PROWL events for new students
 - iv. Wednesday, September 7, 11:00 – 12:30: Faculty Meeting
 - v. Friday, September 16: submissions for Publishing Scholars due
 - vi. Friday, September 23: Graduate Program Visit Day 10:00 – 12:30
 - vii. Friday, September 30, 9:00 – 3:30: Autism Conference, Grand Ballroom
 - viii. Wednesday, October 5, 11:00 – 12:30: Faculty Meeting
 - ix. Friday, October 21: Graduate Program Visit Day 10:00 – 12:30
 - x. Saturday, October 22: Homecoming Parade & Football Game
 - xi. Wednesday, October 26, 3:30 – 5:00: Celebration of Publications, Creative Works, and Grants reception, University Ballroom
 - xii. Thursday, October 27: Transfer Advisement
 - xiii. Wednesday, November 2, 11:00 – 12:30: Faculty Meeting
 - xiv. Monday & Tuesday, November 7-8: CAA Site Visit
 - xv. Monday, November 14: Transfer Advisement
 - xvi. Wednesday – Saturday, November 16-19: ASHA Convention
 - xvii. Friday, December 2: Transfer Advisement
 - xviii. Wednesday, December 7, 11:00 – 12:30: Faculty Meeting
 - xix. Friday, December 9: Graduate Program Visit Day 12:30 – 3:00
 - xx. Friday, January 6: Transfer Advisement
- IV. Discussion Items
 - a. Chair
 - i. Procedures Review
 - 1. Faculty are encouraged to cover classes when absent with a guest lecture or outside project to compensate for class time, and limit cancellations to only one cancellation per semester.
 - 2. Grade information should be kept confidential (e.g., grades should not be posted outside offices). D2L is appropriate for posting grades. In addition, grades or class performance cannot be shared with parents without explicit permission from the student.
 - 3. Final exams are to be administered at the published time unless cleared in advance with the chair & dean (both undergraduate and graduate courses).
 - 4. The university Syllabus policy was distributed. Departmental checklists will be distributed by the end of the week. Return completed checklists to Angela's GA,

Marissa DeVlieger in room 2204 by Thursday, August 25. Syllabi should be saved on the Faculty drive under Course Syllabi – Fall 2016.

5. Please post your schedule outside of your door, including office hours, regular meetings, supervision, etc. Office Hours should be scheduled for 5 hours over 2 days or 4 hours over 3 days; availability must be outside times students are in class where possible, and outside of your other assignments (e.g., supervision, meetings).
 6. Tenure track probationary faculty need both chair and peer evaluations for teaching and supervision; Annually contracted faculty need chair evaluation in any area assigned 3 or more CUs.
 7. Quiet Time is encouraged when needed to accomplish tasks. It is ok to close your door so you can focus! We do want to remain available, and maintain our open door policy, but also be efficient in completing our work. Angela will work on informal “rounds” this year, taking time to stop in and check in with faculty.
 8. Trina noted that she will remind clinicians about boundaries when entering faculty offices. Students will be reminded to ask faculty if they have time to chat before entering, to wait outside faculty offices for a meeting if faculty are not in the office. She also noted that students should be planning for supervision meetings as if it were a class, and have questions ready for that meeting time, rather than relying on stopping in through the week. Supervisors are encouraged to reiterate this during initial meetings.
- ii. Ethics Training is expected to be announced soon. Angela will forward information when it is available
 - iii. CAPCSD has developed a Clinical Educator Training series that will be available soon. When it is available, we will have a program password that faculty can use. It can also be shared with our internship supervisors.
 - iv. Budget
 1. Budgets continue to be limited for spending. No specific directives have yet been given for the current year. We will continue to purchase clinic related materials, as this is a key part of student education. Other expenses, including travel reimbursement are yet to be determined.
 2. In efforts to save paper and expenses, please minimize copying where possible. Faculty are encouraged to use D2L to post syllabi.
 3. Please submit travel applications for any planned travel ASAP.
 - v. Technology
 1. The classroom and video room have been updated to Windows 10. Please check to make sure needed programs/files are loaded, and communicate with Trina about any issues.
 2. Windows 10 is available to update faculty computers, however Jong has indicated that it would take 1-2 days to make the transition.
 3. ISR was going to change to active directory; however, that is not happening yet. Jong has recommended that the transition take place between fall and spring semesters.
 4. Angela requested faculty input regarding the use of the Clinicians’ Room computers and printing by students. It was recommended that we keep at least one computer available with the printer for student access. All computers will remain in place for now, but if any of the computers crash, they will likely not be replaced.
 5. It is likely that the Video room computers will all need to be replaced within the next couple of years.

- vi. ASHA Convention
 - 1. Jill Fahy, Rebecca Edgington, Gail Richard, Naomi Gurevich, Courtney Scott, and Angela Anthony have presentations accepted for the ASHA Convention in November. Nichole Mulvey supervised a student who has a presentation accepted.
 - 2. Early Bird Registration for the ASHA Convention is 8/1 – 8/31. Registration costs go up September 1.
 - 3. Course schedules for Fall 2016 and Spring 2017 were distributed. Angela requested input on any adjustments needed to the spring schedule. CDS 2800 Speech Science has not yet been officially assigned to a faculty member; anyone interested in teaching the class should notify Angela.
- vii. Faculty/Committee meeting times will be on Wednesdays 11:00 – 12:30. Please keep this time open in your schedule.
- viii. Advisee Assignments for 2016 – 2017 are as follows:
 - 1. Becker: Seniors
 - 2. Bergstrom: Juniors & Recruitment/dept. contact
 - 3. Edgington: Sophomores
 - 4. Fahy: Jr/Sr Transfers & 2nd Bachelors
 - 5. Gurevich: Honors & Seniors
 - 6. Mulvey: Juniors
 - 7. Ramrattan: Sophomores
 - 8. Scott: Sophomores
 - 9. Smitley: New transfers & Recruitment/dept. contact
 - 10. Throneburg: Graduate Students
 - 11. Osmelak & Barcus: no assignments for fall; spring TBD
- ix. The CAA Reaccreditation site visit will occur on Monday & Tuesday November 7 & 8.
 - 1. We will schedule a couple additional faculty meetings to prepare during faculty meeting time in late September and October to prepare.
 - 2. Remember to include relevant research and evidence of addressing multicultural issues in your syllabus as appropriate.
- x. Minutes from the January 2016 Faculty retreat were highlighted and updates on progress were discussed. Angela asked that faculty taking the lead on various initiatives review the action items and ensure that progress continues. Highlights of the discussion included the following:
 - 1. The STEP program is fully enrolled with 15 students. With full enrollment and the increase in fees approved last year, the program is fully paid for, including the part-time director salary, two GA salaries, and basic costs for program materials.
 - 2. Undergraduate enrollment will continue to be a focus; the university reports that the freshman class is expected to be 36% smaller than last year's freshman class.
 - 3. The request for course fees associated with clinical experiences was approved, and has been added to 4900, 5900, and internships. However, with the current uncertainty in the university budget, our ability to use these fees is limited.
 - 4. Discussions will be revisited regarding the online cohort and considerations for bringing the program in load. Becky continues to get requests for information about the program. Angela, Becky, & Trina will examine options and request input from others as needed. Jill will also join the conversation related to impacts on Curriculum offerings.
- xi. Coordinators and Committee Chairs for 2016 – 2017 include:
 - 1. Clinic (TBA)
 - 2. Autism Center/STEP (Gail & Rebecca)
 - 3. Curriculum (Jill)
 - 4. Assessment (Nichole)
 - 5. Alumni/Special Events (Jean)

6. Recruitment (Beth)
 7. Awards (Rebecca)
 8. Website (Naomi)
 9. Library Coordinator (Heidi)
 - a. If anyone has requests for journals to be added, send those requests to Heidi.
 10. NSSLHA (Courtney & Naomi)
- xii. Building issues
1. Mice have been found downstairs in Health Services. Please make sure you are cleaning up any food to prevent drawing them upstairs.
- b. Graduate Program
- i. Three students in the new graduate class have chosen to extend the program: Molly Boecher, Alex Jones, & Ali Hutchinson. All will extend courses through Fall 2017 and complete internships in Spring and Summer 2018. Three students from our previous class are extending and in classes this fall: Emily Clemens, Kaity Taylor, and Elin Erikson. These students will complete internships in Spring and Summer 2017.
 - ii. Becky distributed a draft comprehensive exam schedule. Please notify her with any concerns about teams. Again, one team is medical, one is educational, one is mixed. A couple of changes were suggested during discussion; Becky will make these updates and distribute the final schedule.
 - iii. Becky is coordinating overall GA responsibilities this year, however Trina will still oversee technology GAs.
 - iv. In an effort to better structure GA work hours and use their time more efficiently, GAs have been asked to post 12 hours of regular work time per week outside their 4 hour evening shift. These are times that should be posted in their schedules and dedicated to work assignments. This leaves them with 2-3 hours of flex time during the week for other departmental needs.
- c. Clinic Director
- i. Supervisors received paper copies of the clinic schedule, and it is also saved on the faculty drive in the Clinic folder. Please check the description of the client's disorder on the schedule and let Trina know if it needs to be updated. It is likely there will be some changes to the schedule this week as clients receive their scheduling letters.
 - ii. The diagnostic schedule is posted on the faculty drive - clinic folder. Please check the schedule and let Trina know if you have any schedule conflicts. She tried to spread diagnostics out at least 3 weeks apart where possible.
 - iii. Eleven clients were added off waitlist. There is typically a 1-1.5 year wait to get on the schedule. Some additions were possible because the TLC program does not need our services this year; as a result, we have 6 more slots in the clinic. Trina also scheduled 4-5 new adults, including an adult fluency client.
 - iv. We have a new school practicum with Neoga elementary schools; the contract is in progress.
 - v. Please make sure that copies of written observation comments are uploaded in a timely manner for clinicians.
 - vi. Uploading of summer clinic files to OnBase will be completed this week Wednesday – Friday. Jong is setting up computers so GAs can do this; Trina will get them log-in information. Faculty need to share Panthershare files with the GA so they can be accessed.
 - vii. Folders on the GA drive have been transferred to new GAs. Please check your GA's folder to make sure you have the correct files.
 - viii. For liability reasons, the Sensory Room (2602) should only be used by clients with a clinician or supervisor present. Siblings should not be in the sensory room.

- ix. Let the tech GA (Amy) know of any clinic schedule changes (e.g. makeup sessions) so she can adjust recordings. Classes are to be recorded only with instructor approval.
- x. If you don't want to use Onbase, and are using paper files, please make sure you check them out. Any files kept in faculty offices overnight should be put in a secure place to ensure confidentiality.
- xi. A schedule is posted in the clinicians room for 4600 diagnostic observers. Observers should be included in every meeting related to the diagnostic.
- xii. Grades for diagnostics should be completed as soon as the final report is submitted. Supervisors should also share these evaluations with students ASAP following the completion of the diagnostic process.
- xiii. Faculty were reminded to follow check-out procedures in the Materials Center, and to return items in a timely manner. Jill requested that the resource binder be updated to more accurately reflect materials available. Faculty also requested that when new items are purchased, a list be shared to make everyone aware of the new items. Angela noted that all necessary updates to assessments and materials requested last year were purchased.
- xiv. The department received a donation of assessment and treatment materials from an alum of our program. Items that we did not already have in the materials center were added to the inventory; duplicate items will be given to NSSLHA.
- xv. The fee for TB Tests will be covered by clinic for faculty. Test dates this fall are: Aug. 23, 25, Aug. 30, Sept 1, 8:00-12:00 & 1:00-4:30 downstairs in the Career Center.
- xvi. Scheduling of seminar room: If you are using the seminar room, please check with Sandi to see if it is available. This room is scheduled for clinic M-TH at 4:20.
- xvii. Our current BSW is Everett. He is on the early morning shift from 4-11 a.m. He will be out for the next couple weeks, so we will have coverage from the BSW team.
- xviii. The Client Parking Permit has been updated, and all faculty should have received one. Faculty can use our parking lot when there is no clinic scheduled.
- xix. Copies of the Department Emergency Plan will be given to new faculty. If any returning faculty need a new copy, Trina can share it.
- xx. In June, the ASHA Leader had an article about a new interpretation of Medicare standards. The new interpretation suggests that university clinics may be operating outside of the guidelines. Trina is talking with the University's legal counsel about potential needs & changes that may be required.

d. Committees

i. Alumni

- 1. The Alumni Newsletter is in progress.
- 2. Kathy Bollinger, who we named has our Department Distinguished Alumni at the Spring 2016 banquet has also been named an EIU 2016 Distinguished Alumna. Kathy may return to campus for a visit this fall.

ii. Scholarships

- 1. Updated Nilsen Research Award Guidelines allow both undergraduate and graduate students to receive the award for research travel. A student may also receive the award more than once.
- 2. Advisors should keep a running record of scholarships received by their advisees and pass it along to Rebecca for departmental records.

Meeting adjourned at 12:15 p.m.

cc: Provost Lord
Dean Klarup
Library Archives