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Communication Disorders & Sciences

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Communication Disorders & Sciences

Faculty Meeting Minutes

September 5, 2012

I. Communications

EWP Summary Report for Summer 2012

II. Announcements & Discussion

A. Fall Calendar of Events – CDS Calendar

1. September 22 – COS Advisory Meeting with CDS Focus
2. September 27 – Temple Grandin
3. September 28 – Patty Prelock and Department Open House
4. October 2 – Undergraduate Advisement Meeting
5. October 3 – Faculty Meeting
6. October 5 – Fall Break
7. October 8 – Open House – Chambers a.m.; Calvert p.m.
8. October 12 – Saturday: Homecoming - COS Alumni Tent
9. October 17 – Publishing Scholars Reception
10. October 31 – Faculty Meeting
11. November 7 – Clinic Scheduling Meeting
12. November 15-17 - ASHA
13. November 19-23 – Thanksgiving Break
14. December 3 – Graduate Research Posters – 12:00-1:45
15. December 5 – Faculty Meeting - President Perry and Provost Lord

B. Chair Discussion Items

1. No schedule has been finalized for Spring 2013. Half of the classes (sophomore and senior sequences) will not fit in our classroom and no other classroom has been designated for our use. Consequently, we will have to wait until Tier 3 to do the majority of the spring schedule!! Gail apologized to faculty; at this point 5 classes will be taught at 8:00 because it is the only time rooms are available and permission has still not been granted for those times in Lumpkin. As soon as a schedule can be finalized, it will be distributed to faculty.
2. Faculty were reminded to enter publication information for the Publishing Scholars Reception for any peer-reviewed publications from September 1, 2011 – August 31, 2012. Please give Gail a hard copy in October that can be displayed.
3. The CDS Graduate First Choice Designation will be reviewed this year. Becky and Gail will begin working on the report and may need data from several faculty.
4. Faculty were reminded to check personal website date for currency and delete any outdated or confidential information on the GA or student drives.
5. The Temple Grandin event is sold out in the main concert hall and the first overflow space is approaching 50% sold. The Patty Prelock workshop is about half full. Faculty were reminded to register and encourage students to do the same.

6. The faculty members on the Search Committee are Gail, Frank, Becky, and Jean. The position advertisements have been finalized.
7. Technology
 - a. Trina distributed a list of sample apps to set up individual faculty iPads. Individual gift cards for \$40 will be purchased and each faculty member will need to set up an account on their computer with their EIU email.
 - b. The technology support person has still not been hired. The technology graduate assistant (Margaret Xenakis) is doing an excellent job of trying to keep things under control. The replacement for George Lesica is targeted to be hired first. Since that position is still open, it will be some time before the second tech support person is likely to be hired to assist our department.
8. The CDS Department will pay for ASHA dues; coordinate renewal with Sandi. She will also pay ASHA Convention Registration using the P-card; travel will be reimbursed at \$550 until end of the year when additional reimbursement will be considered, based on funds available.
9. On further consideration, the idea of conducting a day of faculty retreat on the Monday after finals in December is not realistic. An alternative date was not designated at this time.
10. Faculty were encouraged to consider themselves and colleagues for Achievement and Contribution Awards. Let Gail know if you would like letters of support.
11. NSSLHA will represent the CDS Department for the Academic Foundation Day events.
12. Gail asked for ideas to showcase the CDS Department at the College of Sciences Advisory Board Meeting on September 22. Faculty suggested setting up clinic rooms with different clinic themes, such as one room with AAC equipment, one with video of a therapy session, etc. Gail will also present information on the Autism Resource Center initiative and clinic data (e.g., number of clients per year). Tena, Trina, Jean, and Chris agreed to help; Gail will convene a meeting next week.

C. Graduate Program

1. A revised Comprehensive Exam Schedule was distributed for January 2013.
2. Status of the Distance Education Master's Degree students was discussed. Comments have been generally positive regarding the fall classes.
3. Concern regarding current graduate student performance were discussed.

D. Committees

1. Clinic
 - a. The Clinic Scheduling Meeting for Spring Semester is November 7, 12:00-2:00.
 - b. Gail discussed dates with the Distanced Education MS cohort for summer clinic conferences. Several are still in school the first week of June. They were instructed to inform administrators (e.g., SLP supervisor, principal, superintendent) that they would need to be on campus starting June 5. Frank will coordinate with EIU Housing to see if they can move in a week early. The Summer Clinic Meeting will be on

Wednesday, June 5 at 2:30. Faculty will need to conduct initial conferences with cohort students on Thursday and Friday, June 6 and 7.

- c. Frank reported that referrals for diagnostics are continuing to come in. If a faculty member does not have a case scheduled, let him know what arrangements have been made to simulate the diagnostic experience for students.
2. **Assessment**
Jill presented results from the first year evaluations completed by students and faculty regarding perceptions of the writing rubrics used in CDS. Data was generally positive, but discrepancies were apparent in student perceptions of writing competence (strong) versus faculty perceptions (weak). Students agreed that the rubrics and feedback was helpful, but admitted investing minimal independent time in addressing writing deficits (e.g., taking advantage of the Writing Center, faculty office hours). Gail reiterated the importance of making sure the students have multiple opportunities to receive feedback from the rubric throughout their undergraduate classes and encouraged faculty to utilize their graduate assistants to provide feedback on writing assignments.
 3. **CDS Honors**
Four new junior students were admitted to the CDS Honors program, rather than the usual six, due to the heavy faculty teaching and supervision loads at present. These students will need faculty mentors as they begin their undergraduate thesis projects; please consider mentoring someone.
 4. The DPC met following the meeting to determine committee membership for 2012-2013.

Action Plan Grid for 2012-2013

Action	Person/Committee Responsible	Time Frame
Update CDS Website & Tour of Facility	Beth, Becky	Fall 2012
Monitor SLP Distance Education Program	Gail, Frank, Becky, Lynn	Spring 2013
Partner with ALS Association for AAC Evaluations	Clinic Committee	Spring 2013
Monitor Transition to Digital Clinic Viewing	Clinic and Technology Committees	Fall 2012
Development of Autism Center	Clinic Committee	Fall 2013
Review Graduate Curriculum	Curriculum Committee	Spring 2013
Develop Online Graduate Handbook	Becky	Fall 2012
Monitor plan for writing across the curriculum	Jill, Jean, Tena	Spring 2013

Committee Goals 2011-2012

Assessment (Jill)

1. Monitor DLOs on critical thinking and writing.
2. Provide assessment summaries each semester to students and faculty.
3. Monitor and integrate writing and critical thinking across the curriculum.

Curriculum (Lynn)

1. Review undergraduate course syllabi to check adherence with accepted course proposals.
2. Coordinate discussion and development of Integrative Learning within the Department.
3. Review curricular offerings in the graduate program for revisions.

Awards (Brenda)

1. Provide end of the year summary of student awards, presentations, publications.
2. Coordinate email notification of awards to each class of majors.

Clinic (Trina)

1. Coordinate a partnership with the ALS Association for AAC evaluations.
2. Develop details for implementation of the Autism Center in fall 2013.
3. Develop online submission for pre-diagnostic information.

Special Events (Jean)

1. Coordinate the Graduate Forum.
2. Compile and publish the Alumni Newsletter.
3. Coordinate the Graduation Reception in the Department.
4. Coordinate hosting an alumni event in conjunction with the Autism Conference.

Technology (Becky/Lynn)

1. Coordinate revisions and updates to the Departmental Website.
2. Monitor technology needs in conjunction with the online graduate program.

cc: Dean Ornes
Provost Lord
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