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Communication Disorders & Sciences

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Communication Disorders & Sciences
“Welcome Back” Faculty Meeting Agenda
August 14, 2012

- I. Communications
 - A. Spring 2012 Dean’s List for CDS
 - B. Memo from Dean Augustine regarding Young Artists Gallery
 - C. Memo from Dean Augustine regarding CDS Alumni Newsletter
 - D. Social Responsiveness Scale

- II. Announcements & Discussion
 - A. Fall Calendar of Events – CDS Calendar
 - 1. August 17 – Friday: Convocation – 9:00 a.m. Lantz
 - 2. August 23 – Thursday: TGIR for Graduate Students & Faculty – Food Sign-Up
 - 3. August 24 – Friday: College of Sciences Social Event – RSVP to Gail
 - 3. September 5 – Faculty Meeting - Faculty Photo
 - 4. September 27 – Temple Grandin
 - 5. September 28 – Patty Prelock and Department Open House
 - 6. October 3 – Faculty Meeting
 - 7. October 5 – Fall Break
 - 8. October 12 – Saturday: Homecoming - COS Alumni Tent
 - 9. October 17 – Publishing Scholars Reception
 - 10. October 31 – Faculty Meeting
 - 11. November 15-17 - ASHA
 - 12. November 19-23 – Thanksgiving Break
 - 13. December 5 – Faculty Meeting

 - B. Chair Discussion Items
 - 1. Gail welcomed Carol Elis to the faculty and general introductions were provided.
 - 2. Procedures Review
 - a. Faculty were encouraged to cover classes when absent; only one cancellation should occur per semester when outside assignments or projects are given to compensate for scheduled class time. No posting grades with identifying information!
 - b. Finals exams are to be administered at the published time unless cleared in advance; graduate courses are NOT exempt.
 - 3. Budget Discussion
 - a. The Department will cover two registrations and travel reimbursement up to \$550. Arrange payment of registration with Sandi on the P-Card. At the end of spring semester, every attempt will be made to fully reimburse any remaining travel expenses. Faculty should make every attempt to secure their required continuing education credits for licensure and CCC requirements from the two paid conferences.
 - b. Faculty were reminded to track expenditure of research money within the fiscal year; it does not carry over.
 - 4. Schedules
 - a. The class schedule and final exam schedule for Fall semester was circulated.
 - b. A tentative spring schedule was circulated. There are significant problems due to having to move the majority of classes out of the building due to

large enrollment. Gail is continuing to try and secure classroom space to accommodate the sophomore and senior level classes, but the only times available tend to be 8:00 and after 4:00, which is problematic for clinic supervision.

5. Retreat
 - a. Faculty suggested last year that the Retreat and graduate application review be separated. Graduate application review will remain on the Friday before break - Friday, March 8 from 9:00-1:00.
 - b. The Department Issues Retreat will be December 17 or 18 after Final exams.
6. Faculty were asked to check their personal web pages for accuracy. They should also review their GA drives and delete any outdated information.
7. Gail provided updated information regarding the Autism Conference in September. Faculty should register online for any events they intend to attend. Students should also be encouraged to register.
8. A list of students admitted to the major for junior level classes was distributed. Faculty should carefully check rosters against the list.
9. CDS was approved for a new faculty member in developmental language to replace one of the two positions vacated last year. Gail will generate a description and provide additional information at the September Faculty meeting.
10. Accountability has become increasingly important as students and parents question poor performance. Faculty were reminded to complete paperwork requirements (e.g., syllabi, clinic observation notes, midterm/final evaluations) to document interaction and feedback with students regarding performance.
11. Technology
 - a. The Department purchased 11 iPads for faculty and clinic use. Four will be designated for clinic use and stored in the technology office for clinician check-out. Trina will keep those updated with clinic apps. Individual faculty will be issued iPads for their use and a system for loading apps will be determined.
 - b. Frank was commended for his research, diligence, and effort to secure the new digital viewing system for the Clinic and classroom. The system is a significant improvement over the previous system. Training will occur at 11:00 today after the Faculty meeting.
 - c. A technology support person, funded by the distance education cohort, has not been hired. The position has been absorbed by CATS and they are advertising for the position.
12. A request for student representatives to the COSCC was discussed and two names were generated as possibilities. Gail will contact them.

C. Graduate Program

1. Faculty were cautioned against using graduate assistants extensively in classes in which they are enrolled.
2. The Distance Education Master's degree program went very well this fall. The personnel training grant was revised and re-submitted; outcome should be announced in late September or early October.
3. The Comprehensive Exam schedule for January 2013 was reviewed for feedback. It will be revised and distributed to faculty and students.
4. Three students have been accepted for presentations at ASHA: Hope Lorenz and Katie Trainor who recently graduated, and Jill Vogt, first year graduate student.

5. It was determined that CDS will not host a Graduate Forum this spring, due to the Autism Conference this fall. Departmental scholarships will be presented at the Spring Banquet. The Alumni Committee will discuss future options regarding the Graduate Forum events.

D. Committees

1. Clinic

- a. The Consumer Satisfaction Survey results were distributed. Comments and ratings were positive, with the exception of ...parking!
- b. Frank reviewed the Client Attendance policy; it is also available online. Clients received a copy in their scheduling letter.
- c. Faculty should fill out the check-out card if they take a client file from the front office. No files should leave the building. Students may need to access diagnostic files from the office; client files should be accessed through OnBase.
- d. The parking policy for clients was reviewed. University Police will only forgive one ticket per semester; clients who habitually forget to post the clinic parking permit will have to pay the fine or personally negotiate with the Campus Police Department.
- e. Conferences for diagnostic evaluations need to be scheduled at a time that the observers can fully participate.
- f. End of Day Lock-Up responsibilities were reviewed. Faculty should set all doors to lock, but do not need to shut them; Graduate assistants on night duty will close doors.
- g. Faculty need to adhere to the Materials Center Check-Out procedures.
- h. Discharge Criteria was reviewed.
- i. Clients with outstanding accounts are contacted with two warning letters. If they do not contact the Clinic with payment options, they are not scheduled the next semester.
- j. The annual TB Test for one-step will be the second week of classes on Tuesday and Thursday all day downstairs in the Health Service. The \$10 fee will be paid by the Department for all faculty; students will need to pay individually.
- k. Emergency Procedures were reviewed and discussed. Faculty expressed concern regarding the one classroom door that opens swinging outside rather than inside. Suggestions to be able to secure the door for lock-down procedures will be explored and reported back to faculty.
- l. Diagnostic Evaluations of Student Performance should be completed as soon as possible following the diagnostic session and a copy should be given to the students.
- m. Copies of written observation comments need to be available to clinicians.
- n. Office Hours need to be posted and included in course syllabi. Contractual obligations state that office hours encompass 4 hours if spread over 3 or more days; 5 hours if spread over 2 days.
- o. The Clinic Scheduling Meeting for Spring Semester will be November 7, from 12:00-2:00.
- p. Clinic conferences for the distance education graduates next summer will need to be determined in the near future to accommodate beginning clinic in the 6 week session. This item will be revisited once school schedules are consolidated to determine if there are conflicts.

2. Curriculum
 1. The option of use an ACT score of 22 or above to opt out of the TAP is not an option for CDS students. ISBE has put a five-year window on the score, which will not encompass CDS students, who don't enter the education certification program until graduate school. Gail is coordinating a response from the Directors of Training Programs in Illinois to appeal the decision since it discriminates against our students. ISBE is also discontinuing all certification types and moving to a general education license.
 2. Chris provided clarification regarding classes in which CDS students must have a grade of "C" or better to meet teacher certification requirements. The College of Sciences will certify them for undergraduate graduation, but the student will get caught at the graduate level when they apply for the educator credentials.
 3. Advisors were reminded that PSY 2610 (or MAT statistics course) is recommended for all departmental honors students.
3. Assessment
 - a. Results of the student survey regarding their perceptions of the writing rubrics & instruction will be summarized and presented at the next faculty meeting.
 - b. Training on the Writing Rubric for graduate assistants (and any faculty who want to review) will be on Thursday at 11:30.
4. Contact/Point Person in Department for Issues
 - a. Graduate Issues – Becky
 - b. Advisement – Chris
 - c. Awards – Brenda
 - d. Library Coordinator –Tena
 - e. Study Abroad – Jill
 - f. Website – Beth
 - g. NSSLHA – Trina and Tena
 - h. Technology – TBA

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.