

12-5-2012

December 5, 2012

Communication Disorders & Sciences

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Recommended Citation

Communication Disorders & Sciences, "December 5, 2012" (2012). *Faculty Meeting Minutes & Agendas*. 4.
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Communication Disorders & Sciences

Faculty Meeting Minutes

December 5 & 13, 2012

- I. Communications
 - A. Praxis Summary Data
 - B. Newsletters: University of Central Florida, Misericordia University
 - C. Editorial from DEN on non-traditional students
 - D. New books purchased for CDS in Booth Library
 - E. Email from Yolanda Williams regarding African-American Heritage Month

- II Minutes from the October 31, 2012 Faculty Meeting were approved by consensus (Becker/Fahy).

- III Announcements & Discussion
 - A. Fall Calendar of Events – CDS Calendar
 - 1. December 13 - College of Sciences Holiday Party – Rathskellar 10:00-12:00
 - 2. December 14 – CDS Holiday Luncheon – Charleston Country Club 11:30
 - 3. January 2,3 – Graduate Comprehensive Exams
 - 4. January 4 – Transfer Advisement – Chambers
 - 5. Faculty Meetings 12:00-2:00– January 9, February 6, February 27, March 27, April 24
 - 6. March 8 – Graduate Application Meeting – 8:00-1:00
 - 7. Transfer Advisement: April 4 (Calvert), April 17 (McNamara), April 22 (Fahy), May 28 (Richard), June 20 (Wilson), July 15 (Goldacker), August 13 (Chambers)

 - B. Chair Discussion Items
 - 1. Revised schedules for Spring, Summer, and Fall 2013 were distributed for feedback. Spring and Summer are set; Fall conflicts need to be brought to Gail's attention.
 - 2. The DAC Revision Committee (Goldacker, Ellis, Fahy, Throneburg, McNamara) has completed revisions to the document. Gail will review it and faculty will approve by an electronic vote.
 - 3. There are seven applicants for the faculty position, although not all are completed at this point in time. The Search Committee will meet to review applications on Monday, December 17 at 8:00.
 - 4. A summary of Undergraduate Research Awards was distributed. Megan Tredway (Brenda Wilson), Karissa Genebacher (Jill Fahy), and Meredith Healy (Lynn Calvert) were recipients from CDS.
 - 5. Praxis summary information for graduate students showed institution averages above the national and state averages in all areas except Basic Human Communication Processes.
 - 6. Departmental Scholarship decisions for fall awards were Margaret Xenakis for the Margaret Hollowell and Jenna Didier for the Ryan Struebing. Gail spoke on Friday, December 7 to the Decatur Breakfast Sertoma Club, which is sponsoring a new student departmental scholarship that should be approved at the February Foundation meeting. Revisions to the Rose Marie Coon Scholarship should also be approved at that meeting. Both could then be selected in the spring for financial distribution next fall.
 - 7. Faculty were reminded to do grade checks next week and let Frank and Gail know of any students who has dropped below the minimum required grade points.
 - 8. Gail distributed a copy of a memo from Provost Lord regarding the responsible conduct of research.
 - 9. Graduate assistant assignments for fall were reviewed for the report to the Graduate School.
 - 10. Faculty shared departmental data with Dean Ornes and discussed individual areas of strength and focus.

- C. Committees
1. Clinic
 - a. A revised Diagnostic Skill Assessment form was approved (Becker/Chambers) by consensus for use beginning Spring 2013.
 - b. Frank announced that clinic videos from fall semester will be available until the first week of classes next semester. Faculty should save any that they want to archive before they are deleted.
 - c. Technicians were on campus Friday to check the new digital video equipment and make adjustments for any problems. The camera in the Audiology room will be replaced due to continuing problems.
 2. Curriculum: Several departmental curricular revisions were approved at the COSCC meeting on Friday, December 7. Undergraduate revisions to the major include the new requirement for a statistics class and alternate course for ELE 2320. Graduate revisions include revisions to the internship experiences to accommodate the non-teacher certification option.
 3. Assessment
 - a. Jill reminded faculty to complete formative assessment ratings on students and Remediation Plans, if necessary.
 - b. Becky distributed expanded notes for use of the Writing rubric that might be helpful for the 2000 level classes. It is also on file on the Faculty drive.
 4. Graduate: Brenda requested that faculty involved in the distance education graduate cohort spring semester meet to determine coordination of 'chat' dates with the students.

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	DONE
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

cc: Dean Ornes
 Provost Lord
 Booth Archives