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April 24, 2013

Communication Disorders & Sciences

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## Communication Disorders & Sciences

### Faculty Meeting Minutes

April 24, 2013

- I. Communications
  - A. Comments of Andrea Marble and Jill Mathenia at the Graduate School Advisory Board Meeting
  - B. Insight Media Brochure
- II. Minutes from the March 27 and April 3 faculty meeting were approved by consensus (Chambers/Ellis).
- III. Announcements & Discussion
  - A. Calendar of Events – CDS Calendar
    1. May 13 – First Day of Intersession
    2. June 10 – First Day of 6 week session
    3. June 20 – Transfer Advisement – Wilson
    4. June 28 – Clinic make-up date for July 4 holiday
    5. July 15 – Transfer Advisement – Goldacker
    6. July 10 – Open House
    7. July 19 – Last Day of 6 week session
  - B. Chair Discussion Items
    1. The final roster of the Graduate Class 2013-2015 was distributed. There are 15 internal students (i.e., EIU) and 15 external students representing 11 universities. Only 2 students were admitted from the waitlist, 1 internal and 1 external. Graduate assistantships will be assigned so any preferences should be communicated to Gail.
    2. The Undergraduate Admit List – Second Review was distributed. Faculty were asked to update the form from the first review by adding spring semester grades, recalculating major and cumulative grade point averages, and place the form in a file in the front office. Gail also reviewed a list of majors not yet registered; most were on the second review list for admission to the major.
    3. The proposed Spring 2014 class schedule was distributed. The classes external to the CDS classroom are not scheduled and cannot be scheduled at this time, so those times remain tentative.
    4. Gail provided an update on the Autism Center. Donations are secure in a Foundation account, but money raised for services, such as the Clinic, may be partially swept. Gail and Mike Murray are continuing to meet with administrators to determine ways to maintain the revenue to build toward the start-up amount. The initiation date has been moved back a year with 2013-2014 being a marketing year and services provided beginning fall 2014.
    5. Grade changes will soon be submitted electronically through the PAWS system. The process is fairly intuitive and shouldn't present problems. Faculty will be notified when it is going to go "live". Gail attended a training and has handouts for those interested in more information.
    6. Several faculty have been notified of recent awards. Trina and Jessica Phillips received a research grant from the Honors College, Jill received an Increasing Distance Education Access in the Sciences (IDEAS) grant from the College of Sciences, and Tena was awarded tenure by the Board of Trustees. Congratulations to all!
    7. Computer will be ordered for new faculty. Gail asked faculty who might be experiencing difficulty with laptops to let her know and she can see if we have money to order some replacement laptops. Becker, Calvert, Smitley, and Calvert are continuing to have problems with their laptops.
  - C. Clinic Director
    1. The Clinic scheduling meeting for fall will be on July 11<sup>th</sup> at 11:30.
    2. Three On-Base computer stations will be set up in Room 2703 on Friday for graduate assistants to upload client documents for supervisors.

3. Frank reminded faculty that the July 4 clinic make-up date is Friday, June 28.
4. Clinic Clean-up for this semester is scheduled for Friday of finals week from 9:00-11:00.
5. The Clinician's Meeting for summer will be on Wednesday, June 5<sup>th</sup> at 2:30.
6. The Materials Center will be open on Saturday, June 8th from 1:00-5:00 to allow access for the cohort students.
7. Faculty were reminded to monitor wording in diagnostic report recommendations. Suggestions should be "considered" as opposed to required so that school personnel are not placed in an awkward position with families who have received our reports.

D. Curriculum

1. Extensive revisions to the graduate program were discussed. Consensus was positive regarding the revisions. Faculty will proceed with revising course outlines, with a goal of presenting to CDS in the fall followed by college and university curricular approvals. Implementation will be target for Summer 2014.
2. Revisions in the undergraduate program were also discussed. That discussion is ongoing, but some of the revisions will proceed and follow the same schedule as the graduate program, with implementation targeted for Fall 2014.

E. Assessment

1. Cohort groups for entering formative assessment ratings was distributed. Ratings are due at the same time as final grades. Any errors on the list should be forwarded to Jill's graduate assistant and copied to her.
2. Students who had Remediation Plans with current status was distributed. Any updates or additional information should be forwarded to Jill. Students who have completed the plan will need faculty to go into the Assessment drive to re-rate them.
3. The CAA is continuing to look at incorporation of the university learning goals across the curriculum. A three-year plan is scheduled to be discussed and possibly approved at their next meeting.

F. Special Events

1. The Graduation Reception is on Saturday, May 4 immediately following the 9:00 a.m. ceremony. Jean would appreciate faculty attendance and suggestions of any current students not graduating who could help that day.
2. Jean will be sending out email reminders for Faculty Updates and other section information for the Alumni Newsletter.

IV Other

The long range planning grid was discussed. Gail will incorporate changes and send it out for faculty review and approval at the first fall Faculty Meeting.

cc: Provost Lord  
Dean Ornes  
Booth Archives