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August 13, 2013

Communication Disorders & Sciences

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## Communication Disorders & Sciences

### “Welcome Back” Faculty Meeting

August 13, 2013

#### I. Announcements

- A. Fall Calendar of Events – CDS Calendar
  - 1. August 16, Friday – Convocation – Lantz Arena 9:15
  - 2. August 22, Thursday – TGIR 5:30 (Sign-up sheet for food/tables & chairs)
  - 3. August 23, Friday – Graduate School Visitation; COS Fall Social 4:00-6:00
  - 4. September 13, Friday – Faculty Meeting 8:00
  - 5. October 3-4 – Thursday & Friday – Autism Conference
  - 6. October 14, Monday – Open House (Fahy AM; Calvert PM)
  - 7. October 18, Friday – Faculty Meeting 8:00; Graduate School Visitation; Transfer Friendly Friday; Homecoming
  - 8. November 8, Friday – Faculty Meeting 8:00
  - 9. November 11, Monday – Open House (Wilson AM; Smitley PM)
  - 10. November 14-16 – Thursday to Saturday – ASHA Convention in Chicago
  - 11. December 6, Friday – Faculty Meeting

#### II. Discussion Items

- A. Chair Discussion Items
  - 1. 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.
  - 2. Budget Discussion
    - a. Travel is being scrutinized this year in light of budget. We will continue to reimburse the first \$550 for everyone. Work with Sandi to pay Registration fees.
    - b. Research grant money needs to be spent during the fiscal year it was awarded. There were several outstanding grants that created end-of-year problems in the budget this June.
  - 3. The final schedule for Fall Semester 2013 and tentative schedule for Spring 2014 were distributed for feedback. The Final Exam Schedule for Fall was also distributed (attachment).
  - 4. Determination of Retreat Date – March 7 (Friday before break)?
  - 5. Faculty were asked to check for currency of personal faculty information on the CDS webpage. Faculty who are no longer teaching at EIU need to be deleted. A date for a new faculty photo was set for the next faculty meeting, September 13.
  - 6. Update on Autism Center and October Conference
  - 7. Faculty should coordinate deletion and clean-up of information on the GA Drive.
  - 8. Instructors should carefully check class rosters for accuracy, especially junior/senior level classes to insure admission to the major. There were several errors that advisors missed last year that significantly changed class enrollment counts for this fall.
  - 9. Congratulations to Jean for coordinating the CDS Newsletter. A copy was provided to faculty.

10. Accountability – syllabi, clinic observation notes, midterm/final evals
11. A copy of CDS majors on the Dean’s List – Spring 2013 was provided.
12. COSCC Student & Faculty Representatives; COSSAB Student Representative
13. DAC Revision Approval (attachment) Wilson will chair for 13-14. McNamara will serve as alternate.
14. Student Commencement Speaker Competition - November 30 deadline for UG
15. Faculty Search to fill Ellis position
16. Strategic Plan – Grid and Committee Goals
17. Professional license renewals notices have been sent. Faculty pay for their license renewal; the CDS Department pays yearly ASHA dues. Be sure to provide Frank with a copy of the renewal once received.
18. A request for an appeal for admission to the major has been received. Gail asked for faculty volunteers to serve as a review committee.

B. Graduate Program

1. Use of Graduate Assistants
2. CAA Annual Report
3. Comprehensive Exam Schedule – January 2014 (attachment)
4. Graduate Students Accepted for ASHA Presentations?
5. Throneburg requested a distance cohort meeting to discuss logistics regarding the new group. Meeting at 9 on Thursday

C. Clinic Director

1. Consumer Satisfaction Survey Results (attachment) Parking rating at 4 which is lowest rating for survey. Written comments were very favorable.
2. Client Attendance Policy (attachment). Reviewed with faculty.
3. Discharge Criteria (attachment) Reviewed with faculty.
4. Waitlist update: Currently there are 24 names on the waitlist.
5. Clinic Rm 2702 – Is not available for therapy resource at certain times. Particularly on T-R during middle of day and end of day M-R not available because of therapy scheduled in there. Supervisors need to coordinate use.
6. Sensory Rm 2602 – for liability reasons, should only be used by clients with clinician or supervisor present. Siblings should not be in the sensory room.
7. File checkout: Faculty are reminded to check out and check in “hard files” before taking from the Front Office.
8. Parking policy for clients. Only one ticket per semester will be dismissed by UPD. Client may also park in staff lots when the HSC spots are full.
9. Diagnostic observer coordination: There will be observers for most diagnostics. Please schedule diagnostic conferences at times when they are available to sit in.
10. No end of day lock-up responsibilities for those on master coverage. Door handles will remain locked throughout the day for security reasons.
11. Materials Center check-out/overdue items. Student workers will check materials in and out for faculty. Faculty should check the reserve list before checking out materials.
12. Clients with outstanding accounts. All accounts have been cleared for clients returning this fall.
13. Fee for TB Test covered by clinic for faculty. Test dates this fall: Aug. 20, 27, 29 8:00-12:00 & 1:00-4:30. All faculty need TB test one step except Throneburg who is Spring and Mulvey who needs two step.

14. Department Emergency Plan (attachment). Reviewed with faculty.
15. Diagnostic evaluations of student performance-complete ASAP after diagnostic process is completed and give copy to students.
16. Copies of written observation comments should be provided to clinicians.
17. Office Hours (5 hr over 2 days or 4 hr over 3 days outside of assigned supervision/classes/conferences) should be posted outside faculty offices. Faculty were asked to let Sandi know when out of the building or to post a note outside their door.
18. The clinic scheduling meeting for the spring 2014 will be Wednesday, Nov. 6 at 12:00.
19. Supervisor Information sheet (attachment). General information was provided to faculty. Attention drawn to: yellow form in diagnostic file; billing code form also needs to be completed for each diagnostic.

D. Committees

1. Curriculum (attachments; course outlines on faculty drive)
  - a. Approval of Undergraduate course revisions were presented by each faculty member initially assigned to teach the course.
    - CDS 2800 Speech Science. Motion to approve by Calvert, second by Anthony. Approved, 11 in favor, 1 opposed.
    - CDS 4800 Augmentative and Alternative Communication. Motion to approve by Calvert and second by Chambers. Unanimously approved.
    - CDS 4810 Sign Language and Deaf Culture for the SLP. Motion to approve by Calvert and second by Becker. Unanimously approved.
  - b. Approval of graduate course revisions were presented by each faculty member initially assigned to teach the course.
    - CDS 5150 Fluency Disorders. Motion to approve by Calvert seconded by Chambers. Unanimously approved.
    - CDS 5170 Voice Production and Disorders. Motion to approve by Calvert seconded by Smitley. Unanimously approved.
    - CDS 5220 Language and Literacy. Motion to approve by Calvert seconded by Chambers. Unanimously approved.
    - CDS 5250 Advanced Study in Language Disorders. Motion to approve by Calvert and seconded by Anthony. Unanimously approved.
    - CDS 5800 Grand Rounds in Communication Disorders. Motion to approve by Calvert and seconded by Chambers. Unanimously approved.

Course sequence and semester hour requirement changes to the undergraduate program were reviewed by Calvert along with course catalog revisions. Motion to approve by Calvert and seconded by Chambers. Unanimously approved.

Course sequence and semester hour requirement changes to the graduate program were reviewed by Calvert along with course catalog revisions. Motion to approve by Calvert and seconded by Smitley. Unanimously approved.

2. Assessment: This topic was tabled until the next meeting.
  - a. EWP Data
  - b. Annual Assessment Report Evaluations

3. Contact/Point Person in Department for Issues were announced to faculty. Faculty were instructed to see those individuals with question/concerns related to each area.
  - 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 – Frank

III. Other- No other discussion items were raised.

Meeting was adjourned at 12:05 p.m.

**Action Plan Grid for 2013-2014**

Action	Person/Committee Responsible	Time Frame
Update CDS Website & Tour of Facility	Beth, Becky	Fall 2013
Monitor SLP Distance Master's; Develop and implement modifications for admission of second cohort	Gail, Frank, Becky, Lynn, Angela	Spring 2014
Review, update, and secure university approvals for graduate curricular changes	Curriculum Committee	Fall 2013
Review, update and develop undergraduate curriculum in concert with EIU General Education Learning Goals	Curriculum Committee	Spring 2014
Develop materials, structure, and procedures to implement initiation of Autism Center	Clinic Committee	Fall 2014
Review and develop appropriate graduate curricular changes to meet revised ISBE standards	Curriculum Committee	Spring 2014
Develop Online Graduate Handbook	Becky	Fall 2013

## **Committee Goals 2013-2014**

### Assessment (Jill)

1. Evaluate CAA Learning Goals (i.e., speaking, writing, critical thinking, global citizenship) across the curriculum and evaluate strengths and limitations/ gaps.
2. Serve as a liaison with the university community and CAA regarding departmental initiatives in assessment, writing, and critical thinking.
3. Monitor outcomes in DLOs for critical thinking and writing, as well as provide assessment summaries each semester to students and faculty.
4. Maintain ongoing departmental assessment (data collection and analysis) for various entities (i.e., EIU, IBHE, ISBE, CAA).

### Curriculum (Angela)

1. Review revised course proposals for submission to university councils for graduate curricular revisions.
2. Prepare and submit revised undergraduate and graduate major requirements to appropriate university councils.
3. Monitor and make appropriate graduate curricular modifications for second admission of master's degree cohort and revised ISBE standards.

### 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. Develop details for implementation of the Autism Center in Fall 2014.
2. Develop online submission for pre-diagnostic information.

### Special Events (Jean)

1. Coordinate departmental events ( i.e., Graduate Forum, Autism Conference, Picture Gallery)
2. Compile and publish the Alumni Newsletter
3. Coordinate the Graduation Reception in the Department

### Technology (Becky/Lynn)

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