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Eastern Illinois University

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Communication Disorders & Sciences

Faculty Meeting Minutes

October 18, 2013

- I. Communications
 - A. Insight Media DVD Catalog for SLP and Aud; Brooks Publishing Catalog
 - B. Request from Haiti Connection at EIU
 - C. Position Announcement at Mississippi University for Women
 - D. ISHA Student Day and College Bowl Information
 - E. Invitation to Textbook Rental Halloween Celebration
 - F. Announcement for Honorary Degree Award Nominations

- II. Announcements
 - A. Fall Calendar of Events – CDS Calendar
 - 1. October 23, Wednesday– Publishing Scholars Reception 3:30-5:00; Program 4:15
 - 2. November 8, Friday – Faculty Meeting 8:00
 - 3. November 11, Monday – Open House (Wilson AM; Smitley PM)
 - 4. November 14-16 – Thursday to Saturday – ASHA Convention in Chicago
 - 5. December 6, Friday – Faculty Meeting

- III. Minutes from September 13 were approved by consensus (Chambers /Anthony).

- III. Discussion Items
 - A. Chair Discussion Items
 - 1. Gail announced that she is planning to retire on July 31, 2014. She will be returning to faculty for the summer and stepping down as Chair in May. She would like to return on an adjunct basis for some teaching and work in the Autism Center. However, she will need to wait 60 days, which would be October 2014.
 - 2. The proposed Summer Schedule was distributed for feedback. A request was made to schedule specific classes on a two-day schedule for longer time frames. Gail will make revisions and circulate a revised schedule.
 - 3. Gail expressed appreciation to everyone for their cooperation and participation in the Autism Conference. Preliminary figures suggest a profit between \$7,000-\$8,000. Gail has met with Dean Ornes regarding a phase-in plan for the Autism Center beginning Fall 2014. Faculty commitment would begin at a 6 unit level and gradually increase to a 12 unit commitment per semester over 4 years. It would allow release time of 1 or 2 units for departmental faculty to be involved, with a primary director to coordinate.
 - 4. An undergraduate group waiver will be completed for CDS 4820 and CDS 4900; Chris is coordinating. Individual advisors will need to complete waivers for any other courses that need to be waived.
 - 5. Faculty were reminded of the Student Commencement Speaker Competition. Gail is on the committee for the graduate speaker selection. Each college will be coordinating the selection for the spring commencement. The deadline for undergraduate submission is November 30.
 - 6. We have received permission to shred several old documents. The list is included below. Concerns about any items should be addressed immediately.
 - Former students – 1995-2007
 - Non-current clients – 2001-2005
 - Grad Apps – 2005-2010

P-card – 2004-2005
Faculty Search – 2001 / 2003
Clinic Fee Cards – 2004-2007
Work Loads – 2002-2005

7. Two applications have been received for the Nilsen Graduate Research Award. Additional scholarship applications for the Hollowell and Struebing are also due this fall.
8. Faculty were reminded to complete the Ethics Training from October 16 - November 14.
9. Becky is interested in having the Department purchase an electronic grammar check program, such as Grammarly/White Smoke. Consensus was to try the program and make a decision for possible departmental purchase in the spring. Information regarding the Merit Grammar Program, available in 9th Street Hall, was also discussed.
10. Beth and Becky are coordinating the web site redesign and requested some additional information to complete the process. Faculty generated specific topic points. Beth will follow up for stories exemplifying the various points.

B. Graduate Program

1. A Graduate School Visitation Day is scheduled today from 12:00-2:00 and again on November 22, the Friday before Thanksgiving break.
2. Faculty were asked to share any concerns regarding graduate student performance. Performance of five students was discussed and will be re-visited at the December faculty meeting to discuss status.

C. Clinic Director

1. A list of undergraduate students scheduled to be enrolled in CDS 4900 in Spring 2014 was distributed.
2. Frank reviewed issues with the ISR recording system. A modification has been made to only convert videos that are being uploaded to D2L.
3. Current clients who are recommended for a full separate diagnostic evaluation will be charged the diagnostic fee. If they are a discounted client, the evaluation fee can also be discounted.
4. A question was raised regarding if a client or other individual is injured on site. The Health Service does provide service to visitors on campus, but they are not approved provider so the individual will be billed for those services and they are not reimbursable by insurance. A significant event should result in calling 911. The individual should also be encouraged to seek treatment from their own an doctor rather than the Health Service. An injury report form must also be completed.

D. Committees

1. Curriculum
 - a. Course revisions have been approved by all councils except the Council on Teacher Education (COTE), which is scheduled for Tuesday, October 22. Gail and Angela will attend to represent the Department.
 - b. The Advisement list for enrollment in CDS 3900 and 4600/4900 was circulated for Spring 2014 and Fall 2014. Faculty should let Gail know of any changes.

2. **Assessment**
Jill circulated Remediation Plan data. Advisors should monitor students and update Jill regarding status of Rededication Plans.
3. **Special Events**
Faculty had reviewed credentials for five nominees for the CDS Outstanding Alumnus Award and forwarded top two choices to Jean. Results determined that Todd Levant be recognized.
4. **Clinic**
A Diagnostic Consumer Satisfaction Survey was generated to provide feedback regarding the SLH Clinic diagnostic experience with clients. The form was approved by consensus with one revision (Becker/Smitley).
5. The CDS Christmas Luncheon will be scheduled for Thursday, December 12 at the Charleston Country Club from 11:30-1:30.

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

cc: Provost Lord
Dean Ornes
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