

12-6-2013

December 6, 2013

Communication Disorders & Sciences

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Recommended Citation

Communication Disorders & Sciences, "December 6, 2013" (2013). *Faculty Meeting Minutes & Agendas*. 15.
http://thekeep.eiu.edu/commdis_facmins/15

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Communication Disorders & Sciences

Faculty Meeting Minutes

December 6, 2013

I. Communications

- A. Lumpkin College of Business Newsletter
- B. Faculty Position announcements at West Chester University
- C. Misericordia University Newsletter
- D. African-American Heritage Month Request Letter

II. Announcements

- A. Fall Calendar of Events – CDS Calendar
 - 1. December 12, Thursday – CDS Holiday Luncheon
 - 2. January 7-8, Tuesday & Wednesday - Comprehensive Exams
 - 3. January 10, Friday - Transfer Advisement
 - 4. January 15, Wednesday – Faculty Meeting
 - 5. January 15, Wednesday – Host NCA Meeting
 - 6. January 20, Monday – Martin Luther King – No Classes
 - 7. January 31, Friday – Transfer Friendly Friday
 - 8. February 5, Wednesday – Faculty Meeting
 - 9. February 6 – 8, Thursday to Saturday – ISHA Convention
 - 10. February 14, Friday – Lincoln’s birthday – No Classes
 - 11. February 28, Friday – Graduate Applicants Meeting
 - 12. March 5, Wednesday – Faculty Meeting
 - 13. March 7, Friday – Department Retreat

III. Minutes from November 8, 2013 were approved by consensus (Becker /Chambers).

IV. Discussion Items

A. Chair Discussion Items

- 1. Becky asked faculty to explore various grammar check software programs for possible departmental purchase, specifically White Smoke. Discussion determined that White Smoke doesn’t allow a print version. Consensus was to hold off on purchase of grammar check program at present.
- 2. Clarification regarding the Bachelor in General Studies Degree Program was provided. It is intended for non-traditional adult students coming back to school with certain work-related skills, not traditional students who haven’t made grades in a chosen major. Several students have been advised to pursue this option when they have not met grade criteria in CDS. This is not an appropriate option; student will need to choose another academic major and extend their college career to meet the requirements.
- 3. Flyers were distributed with information on the Commencement Speaker for COS graduation ceremonies in May. The forms are now available on the COS website.
- 4. Beth walked faculty through the aspects of the redesigned CDS website that is scheduled to switch over next week. She requested names of students who could tell their story, as well as some written quotes or paragraphs for the various sections. Faculty were asked to update their personal pages in the next couple weeks.
- 5. Two applications have been received for the faculty position. The Search Committee will meet before break to review applicants and make a determination regarding on-campus interviews.
- 6. A request was made regarding switching two one credit courses scheduled at 8:00 in the Fall 2014 schedule and replacing it with a graduate 3 hour course. Gail

explained the rationale in light of graduate student schedules and faculty commitment to that time slot – 15 sessions versus 45 over the course of a semester. General consensus was to leave the schedule as is.

7. Faculty were reminded that all grades are to be submitted by 4:00 on Monday, December 16.
 - a. Rosters in PAWS should be checked to make sure all courses have been addressed.
 - b. Assessment results also need to be entered by that time.
 - c. Faculty should do grade point checks on advisees in the major the week after finals and notify the student with copy to Gail and Frank.
 8. Gail reviewed enrollment in Spring 2014 classes.
 - a. Some graduate students have not registered; Becky will follow up.
 - b. Faculty were reminded to check undergraduate advisee registration.
 - c. One section of 5400 will be cancelled; Becky will consult with the student to choose another class.
 - d. The final textbook issue list for spring was reviewed by faculty for accuracy.
 9. Gail thanked Trina for her assistance with the crowdfunding information. Faculty were encouraged to share the site with colleagues, friends, and family.
- Comments have been positive.

B. Graduate Program

1. Performance of several individual students during the fall semester was discussed. Most have salvaged grades to a B level, but may have Remediation Plans in specific areas. Two graduate students will require follow-up after grades are posted.
2. Faculty consensus was the Comprehensive Exam questions should be accurate for this group of students and do not require review or revisions.

C. Clinic Director

1. Frank asked faculty to have clients pay the diagnostic fee before beginning any assessment procedures to insure payment is received.
2. Clinic clean-up is scheduled for Friday, December 13 at 9:00. Refrigerators will be defrosted on Thursday, December 12.
3. Frank asked that faculty write a note to the BSW when something is spilled on the carpet that needs to be addressed. The note should include the location and what was spilled to facilitate the cleaning process.
4. Faculty and students are not to leave for the semester until all reports are signed. Reports will not be mailed to clients who have not paid their fee and they will not be scheduled in the subsequent semester.
5. Issues regarding unsupervised children in the office wing have become problematic. Faculty supervisors should explain to clients and family members that the office wing is off limits unless there is a scheduled meeting with a faculty member.
6. A policy regarding toileting accidents during a session was discussed. It was agreed that the clinician should notify the parent and they are responsible for changing the client. If the parent is not present, then treatment will be discontinued until the parent arrives to address the issue. Frank will explain the procedures to students at the Clinician's Meeting.
7. The University Police are checking the parking situation more regularly to assist with violators who use the Clinic spots. Faculty were reminded to respect the parking procedures also.

8. Frank became aware of a client file that was removed from the building premises. The student will be issued a letter of reprimand. Faculty need to monitor this closely to maintain compliance with confidentiality requirements.
9. Problems with the video system will be addressed over the break. The company is giving the Department a new server and reinstalling all the software to see if the issues can be resolved.

D. Committees

1. Curriculum
 - a. EIU General Education Learning Goals & Undergraduate Curriculum will be held until the next meeting.
2. Assessment
 - a. Jill asked to be updated on completion or status of undergraduate student remediation plans
 - b. Jill will send a link to faculty for entering assessment data. The system is old and finicky, so be patient. You can't use Internet Explorer to access it; use Google or Firefox.
 - c. Assessment data for the distance education cohort will be under 2015, and then check yes on "distance" in the drop-down menu.

- V. Dean Ornes and Associate Dean Obia met with the faculty to outline procedures to determine a new Department Chair. The first official step will be for the CDS faculty to send an email to Dean Ornes indicating their preference for a national versus internal search. Following that determination, additional procedures and timelines will be explained.

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	DONE
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.

cc: Provost Lord
Dean Ornes
Library Archives