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Communication Disorders & Sciences

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## Communication Disorders & Sciences

### Faculty Meeting Minutes

February 19, 2014

#### I. Communications

- A. Thank you note from Bob and Kathy Augustine
- B. Academy of Lifetime Learning
- C. College of Sciences Dean's List – Fall 2013
- D. Flyer of CAA Workshops on Newly-Adopted University Learning Goals

#### II. Announcements

- A. Spring Calendar of Events – CDS Calendar
  - 1. February 28, Friday – Graduate Applicants Meeting – 10:00
  - 2. March 5, Wednesday – Faculty Meeting – 11:00
  - 3. March 7, Friday – Department Retreat – 10:00
  - 4. April 2, Wednesday – Faculty Meeting – 11:00
  - 5. April 2, Wednesday – Transfer Advisement – McNamara
  - 6. April 10, Thursday – Transfer Advisement – Calvert
  - 7. April 10, Thursday – Graduate Expo
  - 8. April 10, Thursday – Sigma Xi Banquet
  - 9. April 11, Friday – Sciencefest
  - 10. April 17, Thursday – Transfer Advisement – Anthony
  - 11. April 24, Thursday – NSSLHA Banquet
  - 12. April 28, Monday – Transfer Advisement – Fahy
  - 13. April 30, Wednesday – Faculty Meeting – 11:00
- B. Minutes of January 15 were approved by consensus (Smitley/Chambers).

#### III. Discussion Items

- A. Chair Discussion Items
  - 1. Naomi Gurevich has signed a contract to join the CDS faculty next year. Assignments will be adjusted once the new Department Chair has been named.
  - 2. The list for Undergraduate Admission to the Major was distributed. Faculty were asked to carefully review the list for any advisees who may not be on the list and will be needing access to the junior/senior sequence of courses, as well as accuracy of data. Re-evaluation will occur after grades are posted in May.
  - 3. Potential students to invite into the CDS Undergraduate Honors Program were presented by Angela. Faculty discussed candidates and reached consensus on individuals for follow-up. Final selections will be shared at the March meeting.
  - 4. Gail expressed appreciation to faculty for information obtained for Attainment Fund nominations. The two students names forwarded were Casandra and Michelle Sweat.
  - 5. The departmental composite textbook list was circulated for faculty to mark as remove or retain. Attention was called to books out of print or not used in 3-5 yrs.
  - 6. Gail received word that the Department will be receiving one of the Provost Assessment Awards next Tuesday at the Dean's Meeting. She and Jill will attend.
  - 7. Transfer students who are eligible to graduate with distinction must request that faculty complete midterm grade reports through PAWS. A handout from Sue Harvey was distributed. The timeframe is very limited and is partially during spring break.
  - 8. Gail shared some examples of Program Analysis Data that is being reviewed to make budgetary decisions in the coming year.

9. Jill and Beth's graduate assistant, Karissa Genebacher, is setting up a CDS Facebook Page. The immediate impetus is to secure alumni and employer contacts for the 1<sup>st</sup> and 5<sup>th</sup> year Alumni and Employer surveys. However, the social media is becoming an important outreach requirement. Discussion regarding who should assume primary responsibility for monitoring and updating information reached consensus on a graduate assistant, possibly the technology designee.
10. Gail provided information regarding the evolution of the Autism Center.
- a. The crowdfunding video has received very positive notice in regard to quality, but actual dollar amounts generated appear to be limited. Brad Green, who works with Mike Murray out of the EIU Foundation, is working on submitting multiple grant applications and funding requests.
- b. The crowdfunding generated excellent publicity regarding the Autism Center, including three newspaper articles and three TV appearances. The Fall Autism Conference is shaping up. Luke Tsai, M.D., has agreed to provide the training seminar with a medical focus on managing behavior with medication, diets, etc. The goal is to encourage more participation from medical personnel for this conference. There will not be an evening event preceding the conference. However, there is another event on October 10, a dance company production entitled "A Light in the Dark" that is about the relationship between Helen Keller and Annie Sullivan. CDS may look at some options to help promote this event.
- c. The student organization from the Department of Special Education is selling bracelets and donating all proceeds to the Autism Center. NSSLHA students are engaged in several fund-raising efforts also for the Autism Center, including the Illinois Marathon.
- d. The Clinic Committee is initiating some discussion regarding coordination with the Autism Center.
11. Planning for the Departmental Retreat was discussed.
- a. Faculty were asked to identify major issues that need to be addressed.
- b. Strategic planning for the next five years will be part of the discussion, especially in light of staff changes and new initiatives. Additional topics were generated, as well as individuals responsible for preparing materials.
- i. Graduate Distance Education Cohort vs. Traditional Cohort
- ii. Clinic Modifications/Additions with the Autism Center
- iii. Discussion of appropriate clinical services for EIU students
- iv. Graduate application review process
- v. Research Productivity Issues, e.g., UG Honors to G Thesis transition and better coordination of the Clinic data base for research subjects
- c. Faculty were asked to identify assessment data and materials that would be helpful to facilitate informed discussion at the Retreat.
- d. Materials should be generated and provided to Gail by Wednesday, March 5. Food and snack arrangements were also discussed.

## B. Graduate Program

1. Updates and revisions to the Comprehensive Examination Policy have been reviewed by the Curriculum Committee and were presented to the faculty for discussion and approval. The policy was accepted by consensus (Anthony/Throneburg) with one wording modification.
2. Internal candidates (i.e., EIU students) were discussed to determine status for

ranking.

3. Chelsea Fitch will be featured for the CDS Department for the Graduate Video Showcase with her research at Carl Sandburg using the hearing impaired population.
4. Williams Travel Awards were received by Caitlin Maxheimer & Clare Kilbride.
5. The CDS Department is allocated two summer graduate assistantships, which usually are designated to technology and administrative responsibilities. Possible candidates were discussed; Gail and Frank will follow up.
6. An additional graduate assistant has been approved for the Autism Center. Dr. Augustine agreed to provide a tuition waiver; the Department will pay the

stipend.

C. Clinic Director

Jong.

video

1. Coordination of coverage for technology is being developed by Rachael and Schedules for coverage will be posted on their offices so faculty and students can consult the appropriate individual.
2. Concerns have been expressed regarding children and excessive noise in the viewing room. Frank asked supervisors to assume responsibility for informing client's families that they need to remain in the waiting area if they have active children with them so that others are not disrupted when trying to view sessions. Supervisors should also remind clinicians to turn off monitors if no one is watching to maintain confidentiality.
3. Frank shared several information items learned at the Midwest Clinic Director's Conference regarding CAA visits for re-accreditation.
4. Frank is going to request that an EIU Security Officer conduct a HIPAA risk assessment of the CDS Department.

D. Committees

1. Curriculum
  - a. 2014-2015 Course Sequence & Special Topics (hold for next meeting)
  - b. April 25 was selected for the Departmental Honors presentations and Graduate Student Research Symposium.
2. Awards
  - a. Nicole Kozeny was selected for the Distinguished Graduate Student Award.
  - b. Brenda reviewed due dates and explained criteria for several awards.
    - i. New COS travel award for undergrads and grads
    - ii. GSI/SURE Awards are due February 21
    - iii. Faculty Development Support Grants are due February 21.
  - c. Nine students presented at ISHA
  - d. Rebecca Hunt will be nominated for the Frances Meyer Hampton Graduate Scholarship due March 8. Angela will coordinate the nomination.
  - e. Chelsea Fitch will be nominated for the Betty Wright Downing Graduate Scholar Award due March 8. Tena McNamara will coordinate the nomination. .

**Action Plan Grid for 2013-2014**

<b>Action</b>	<b>Person/Committee Responsible</b>	<b>Time Frame</b>
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 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