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September 10, 2014

Communication Disorders & Sciences

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Communication Disorders & Sciences
Faculty Meeting Minutes
September 10, 2014
11:00 – 12:30

- I. Communications
 - A. Training and Development series on stress

- II. Announcements
 - A. Fall Calendar of Events – CDS Calendar (email share)
 - i. September 10 – Wednesday: Faculty Picture 10:50
 - ii. September 12 – Friday: CDS Graduate School Visit Day
 - iii. September 17 – Wednesday: Publishing Scholars submission deadline
 - iv. September 26 – Friday: Autism Conference 9:00-11:30/1:00-3:30
 - v. October 8 – Wednesday: Faculty Meeting 11-12:30
 - vi. October 13 – Monday: Open House (Fahy AM; Calvert PM)
 - vii. October 25 – Saturday: COS Tent @ Homecoming
 - viii. October 29 – Wednesday: Publishing Scholars Reception 3:30
 - ix. October 30 – Thursday: Transfer Orientation (Chambers)
 - x. November 5 – Wednesday: Faculty Meeting 11-12:30
 - xi. November 7 – Friday: CDS Graduate School Visit Day
 - xii. November 11 – Tuesday: Open House (Wilson AM; Smitley PM)
 - xiii. November 14 – Friday: Transfer Orientation
 - xiv. December 5 – Friday: Transfer Orientation
 - xv. December 10 – Wednesday: Faculty Meeting 11-12:30
 - xvi. January 9 – Friday: Transfer Orientation

- III. Discussion Items
 - A. Chair Discussion Items
 - i. Thursday, October 9th was chosen as the date for the fall group advisement meeting. Angela asked for any updates to the advisement packet. Brenda volunteered to update the list of options for students with a bachelor's degree in CDS.
 - ii. Angela reminded tenure-track faculty to extend invitations for teaching and supervision evaluations.
 - iii. Purdue evaluation requests are now open. Faculty should request evaluations for academic courses. Clinic supervision evaluation requests are submitted by Sandi.
 - iv. Faculty have the option to submit electronic portfolios for review. Both Naomi and Nichole expressed interest.
 - v. Faculty were reminded about EIU's Early Alert System to identify students who are exhibiting poor performance in classes. The EAS can be accessed in PAWS. Questions were asked regarding whether advisors would be notified when a student is identified through EAS. Angela will follow up with Karla Sanders to get more information.
 - vi. Please complete travel applications for ASHA soon. As this is out of state travel, it will have to be approved by the Provost's office.
 - vii. FY 15 budgets have not yet been released.
 - viii. Brittany Hart has been moved into the office GA position.
 - ix. The department has been given permission to begin the search for an Office Support Staff person for the front office/Autism Center.

- x. The Search Committee met to finalize position descriptions. As soon as they are approved by the Dean and Provost, positions will be posted. A table will be reserved at the ASHA Convention for recruiting. All faculty attending Convention are asked to help staff the table.
- xi. Please send Angela a list of your advisees who need CDS 4810 Sign. Because we have both juniors and seniors taking the course this year, some juniors may be asked to postpone taking the course until Spring 2016.

B. Graduate Program

- i. One graduate student had included staffing hours in their clinical hours from last year. These hours should not be counted. Frank has been in contact with this student to resolve the issue.

C. Clinic Director

- i. GAs are logging their hours and how they are using their time. These hours are submitted to Frank monthly. Faculty who need additional GA help may check with Frank to identify GAs with available hours.
- ii. Trina suggested that a GA could be assigned to maintain the department iPads and manage requests for new apps to be downloaded.

D. Committees

- i. Special Events
 - 1. 53 are registered for the Autism Conference. Please remind students to sign up to attend. Dr. Hecksel, a Child Psychologist from Sarah Bush will join Dr. Tsai in the afternoon to respond to questions from the attendees. GAs will assist in preparing folders and have assigned jobs throughout the event.

cc: Provost Lord
Dean Ornes
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