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Communication Disorders & Sciences

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**Communication Disorders & Sciences**  
**Faculty Meeting Minutes**  
**October 8, 2014**  
**11:00 – 12:30**

- I. Communications
  - A. Textbook List
  - B. NCA Visit Email Communication
  - C. Truman State University Open House
  - D. SimuCase Demo Information
- II. Announcements
  - A. Fall Calendar of Events
    - i. October 8 – Wednesday: Flu Shots (Union Bridge, 9-4:00)
    - ii. October 13 – Monday: Open House (Fahy AM; Calvert PM)
    - iii. October 20-22 – Monday-Wednesday: NCA Visit
    - iv. October 25 – Saturday: COS Tent @ Homecoming
    - v. October 29 – Wednesday: Publishing Scholars Reception 3:30
    - vi. October 30 – Thursday: Transfer Orientation (Chambers)
    - vii. November 5 – Wednesday: Faculty Meeting 11-12:30
    - viii. November 7 – Friday: CDS Graduate School Visit Day
    - ix. November 11 – Tuesday: Open House (Smitley AM; Wilson PM)
    - x. November 14 – Friday: Transfer Orientation (Goldacker)
    - xi. December 5 – Friday: Transfer Orientation
    - xii. December 10 – Wednesday: Faculty Meeting 11-12:30
    - xiii. December 12 – Friday: Graduate Research Presentations
    - xiv. December 16 – Tuesday: CDS Luncheon
    - xv. December 19 – Friday: COS Luncheon
    - xvi. January 9 – Friday: Transfer Orientation
- III. Discussion Items
  - A. Chair Discussion Items
    - i. Former COS Associate Dean Obia sends his encouragement to the department in these challenging times, and asked that his greetings be shared with faculty.
    - ii. Fall Group Advisement Meeting is scheduled for Thursday October 9, 4:30 for freshman/sophomore, 5:30 for juniors and seniors. All undergraduates are required to attend, and should communicate to their advisors any conflicts with attending the meeting.
    - iii. The CDS 3900/4900/4600/4810 registration list was included in the faculty meeting packet. Please check this list when advising juniors, seniors, and transfers. Any changes to this list should be discussed with Angela.
    - iv. Purdue evaluation requests are now available, and must be submitted by October 20. Faculty should complete requests for academic courses; Sandi will submit requests for clinical supervision, diagnostics, and advisement.
    - v. Faculty were asked to indicate their involvement at the ASHA convention in November to submit with travel applications. Considering the current budget situation, it is imperative that we use our travel money wisely and can justify the importance of our travel. All faculty attending are expected to help at the recruitment table, and to obtain as many continuing education hours as possible. In addition, we have several students presenting, and faculty involved in committee meetings.
    - vi. Interviews will soon be scheduled for the Office Support Staff person.

- vii. Naomi volunteered to serve as the Department Representative for Research/Creative Activity/Special Project Proposals. Angela will forward her name.
- viii. Procedures were reviewed for dealing with individuals banned from campus. This policy applies to one of our former undergraduate students who has recently been on campus and has had contact with faculty in our department. If someone who is banned from campus is seen in the department, ask that person to wait in a place where you can briefly step away. Quietly ask another faculty member or Sandi to call UPD and alert them of the individual's name and location. Return to the individual without indicating that police have been notified. Interact calmly until officers arrive. In addition, if you know a person has been banned from campus, do not say or do anything to encourage him/her to come to campus. Any questions about the ban should be directed to UPD via phone.
- ix. Becky will contact graduate students regarding application information and deadlines for the Hallowell, Nilsen, and Struebing departmental awards/scholarships.
- x. Retreat date was set for Friday, March 13. Breakfast will be available at 8:00, and the meeting will be 8:30 – 2:00. Plan for a working lunch.
- xi. A modified Graduate Applications Review process was proposed, considering we will have both traditional and online cohort applications to review. Two committees will be formed of 4-6 faculty each. One committee will review traditional program applications, while the second will review online cohort applications. All faculty are strongly encouraged to participate in one of the two committees. Each committee will complete the review of their assigned applications with the following steps:
  1. Divide applications among committee members, with at least 2 members reading each application.
  2. Complete both quantitative rubric rating & qualitative global ranking (admit, low admit, high wait, low wait, deny)
  3. Make first cut based on rubric rating & deny ranking
  4. All committee members read remaining unread applications, so all members have read all applications still in the pool
  5. Review list of all applicants to determine admit list based on rubric and ranking, with focus on sorting out applicants who fall on the line between low admit/high wait
  6. Make recommendations for GA offers

All faculty will meet to discuss applicants from EIU. In addition, all faculty will have the opportunity to review the admit/waitlist/deny lists prior to sending letters to applicants.

#### B. Graduate Program

- i. The comps schedule was distributed to faculty. The written exam will be administered on Wednesday, January 7<sup>th</sup>. Students will also meet with internship coordinators and the graduate coordinator on Wednesday. Thursday, oral comps will begin at 8:00 am. This year, all faculty will be involved on one of four orals committees so that we can get all traditional and cohort students scheduled in one day. Procedures for exit interviews will be modified since Becky will be involved in oral comps, and thus will not be available to conduct the interviews.
- ii. CSDCAS Applications are open for both the traditional and online cohort, and there are several applications in progress.
- iii. Graduate Research posters are tentatively scheduled for Friday, December 12<sup>th</sup>.
- iv. Faculty discussed progress and concerns regarding graduate students.

C. Clinic Director

- i. Frank noted that in discussions among clinic directors, other graduate programs have posed questions about procedures for dealing with students who have not received required immunizations; this could lead to a student getting to the point of internships and not being able to continue. Frank consulted with Dr. Baker. The university does check immunizations, but there are some exceptions. She recommended we consider a policy requiring immunizations prior to internships. There is report of one student who does not have these. We do not currently have a policy requiring immunizations for our students.
- ii. Frank asked that faculty notify him of any issues occurring with Panthershare. Two faculty noted issues with being able to save files in Panthershare when working from home. Others noted the system was sometimes slow, and that the Track Changes function in Word does not work.
- iii. Summer clinic videos will be deleted from the ISR system on November 6<sup>th</sup>.

D. Committees

i. Curriculum

1. CDS 5091 Advanced Diagnosis of Communication Disorders was presented to the faculty as a new course for the online cohort. A motion was made to approve the course (Angela) and seconded (Jill). The course was unanimously approved.
2. CDS 5900 Advanced Clinical Practice was presented to the faculty as a revised course. This course was both updated to reflect current practice for traditional students and to include an online segment for cohort students. A motion was made to approve the course (Angela) and seconded (Brenda). The course was unanimously approved
3. The Graduate Program Revision was also presented to reflect the changes in the online cohort program with the substitution of CDS 5091 for CDS 5090 and the addition of the online segment of 5900. It was noted that the change in total hours for the program needed to be addressed, and the catalog revision attached. A vote on this revision was postponed until these corrections could be made.

ii. Clinic

1. Frank presented an immunizations policy developed and approved by the Clinic committee. A motion was made to approve the policy (Frank) and seconded (Lynn). The policy was unanimously approved by all present. (Trina and Brenda left the meeting prior to the vote.)

Meeting was adjourned at 12:45.

cc: Provost Lord  
Dean Ornes  
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