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January 14, 2015

Communication Disorders & Sciences

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**Communication Disorders & Sciences**  
**Faculty Meeting Agenda**  
**January 14, 2015**  
**11:00 – 1:00**

- I. Approval of Minutes: Frank (motion), Chris (second). Minutes were unanimously approved as written.
- II. Communications
  - A. Presidential Candidate Interview Schedules
  - B. Midwestern University Program Director Position
  - C. Concordia University Founding Director Position
  - D. Faculty Sick Leave Memo from Provost Lord
  - E. COS Student Travel Award and Summer Research Grant applications
  - F. Lorraine Davis Best obituary and memorial card
- III. Announcements
  - A. Spring Calendar of Events
    - i. January 14 – Wednesday: Faculty Meeting 11:00 – 1:00
    - ii. January 21, 22, 23, & 28: Presidential Candidate Interviews
    - iii. February 1 – UG Application to Major & Dept. Honors Applications Due
    - iv. February 4 – Wednesday: Faculty Meeting 11:00 – 1:00
    - v. February 11 – Wednesday: Years of Service Luncheon 11:30 – 1:00
    - vi. February 12-14 – Thursday-Saturday: ISHA
    - vii. February 16 – Monday: Admitted Student Day (Academic Fair 9:30 – 10:30)
    - viii. March 4 – Wednesday: Faculty Meeting 11:00 – 1:00
    - ix. March 7 – Saturday: Admitted Student Day
    - x. March 13 – Friday: Faculty Retreat 8:30 – 2:00
    - xi. March 16-20: Spring Break
    - xii. March 26 – Thursday: Sigma Xi 5:00
    - xiii. March 27 – Friday: Sciencefest 12:30 – 4:00
    - xiv. April 1 – Wednesday: Faculty Meeting 11:00 – 1:00
    - xv. April 2 - Thursday: Transfer Advisement
    - xvi. April 10 - Friday: Transfer Advisement
    - xvii. April 18 - Saturday: Transfer Advisement
    - xviii. April 27 - Monday: Transfer Advisement
    - xix. April 29 – Wednesday: Faculty Meeting 11:00 – 1:00
- IV. Discussion Items
  - A. Chair Discussion Items
    - i. Brenda shared details about the COS Student Travel Award (for students who have traveled to conferences and have expenses not otherwise covered) and the Summer Research Grant applications. Up to \$500 can be requested for either award. These are additional funding opportunities that were initiated last year.
    - ii. Everyone received a syllabus checklist for each of your class and clinical assignments. These are due to Rebecca Hunt by Friday.
    - iii. Office Hours should be posted and included on syllabi (5 hours over 2 days OR 4 hours over 3 days).
    - iv. A copy of the Spring and Summer 2015 Academic Calendar was distributed.
    - v. Seven students in the junior and/or senior sequence fell below GPA requirements to remain in the major.
    - vi. Kelly Murphy has resigned her GA position for the spring 2015 semester. Jacqueline Reinert has accepted the spring award.
    - vii. The CDS Master's Program received the Provost's Assessment Award. Thanks to Jill & Nichole for assisting with the application.
    - viii. Four graduate students received Williams Travel Awards: Rebecca Hunt, Brittany Loomis, Clare Kilbride, and Kari Tutak.

- ix. Brenda received a Graduate School Research/Creative Activity Award with graduate student, Brittany Loomis.
- x. Gail Richard joined the meeting to provide updates on the Autism Center.
  - 1. Gail shared the details about the proposed Autism Center Advisory Board. Many grant applications require an Advisory Board for stand-alone groups. Accreditation also looks for community input for a center. Advisory board would meet with the faculty. Faculty from the department would be involved, and would likely attend meetings to share information with the advisory board. One teacher from the public schools in the area has shown interest in participating. Gail shared a list of other potential candidates and took suggestions from the faculty. A suggestion was made that updates be given at faculty meetings following any advisory board meeting. A motion to approve the Autism Center Advisory Board bylaws was made by Trina, and seconded by Nichole. The motion was approved unanimously.
  - 2. Gail also shared a budget summary from the Autism Center. Ten diagnostics are scheduled for spring with 3 more slots available. Based on current data, the revenue can support a GA and front office help, however the director's salary is not going to be supported. Discussions will be pursued with Dean Ornes to continue to absorb CUs to allow the director position to be covered with release time as a member of the faculty. It was noted that treatment for clients with Autism is where most of the revenue comes from, but this goes to the regular clinic account, not to the Autism Center account. The goal is to establish the Autism Center as another entity of this department so it can be absorbed in-load.
  - 3. Autism Awareness Day will be April 18<sup>th</sup>. Kylie Bennett, a softball player and one of our majors, requested participation of the Autism Center in conjunction with a softball double header. The event will be for families and children with autism. T-shirts will be given to the children with Autism who attend, and will be available for others to purchase. Between games, the softball team will join the families for a photo. NSSLHA will be the official sponsor and oversee the event. Athletics is helping to support and coordinate. Please join the event if you are available. The following weekend is the marathon.
  - 4. Friday April 17<sup>th</sup>, Disability Services is bringing in a speaker and Gail is speaking in the afternoon. This will be a "Sheldon's spot" presentation, and is likely to be held on campus.
  - 5. There are no Midwestern universities that have transition services for ASD. We will double the numbers of students with ASD enrolling at EIU next year. Gail has proposed a transition program that could draw these students to EIU and provide support once on campus. Gail has worked with Kathy Waggoner to develop a proposal to pilot a program beginning Fall 2015. The university expects to enroll at least 25 student with Aspergers next year. A formal transition program like this could also put Autism Center representatives at the table for discussions with Health Service, Counseling, and others who meet regularly to discuss needs of students receiving treatment by these various entities.
  - 6. Planning has begun for the fall Autism Conference, and Susan Stokes has accepted the invitation to speak. The suggested topic is "dealing with challenging behaviors." Gail will work with the Special Events committee to get facilities and dates set. Karri will return in February, and can provide planning support this year.
  - 7. Next on agenda is to go to Dean to share budget, transition program proposal, advisory board, and discuss future budget commitments. Faculty suggested the possibility of exploring collaborations with others on campus, such as KSS, SPE, FCS, and PSY.
- xi. Angela will be contacting the search committee to set up a time to discuss applicants. Four have applied for the SLP position, and two have applied for the audiology position.
- xii. The COS Graduation Speaker Competition is now open and applications are due by February 13. Please encourage seniors to apply.

- xiii. The local Exchange Club would like someone from our department to attend a meeting in February or March to talk about our programs. Frank volunteered to follow up and attend a meeting.

B. Graduate Program

- i. All students passed written Comprehensive Exams. Five will need to retake orals in April. Faculty discussed anecdotal differences in oral presentations by cohort students. It was suggested that future students be given better advice about which client to report on, and emphasize the shift from paraprofessional to SLP. For example, it may benefit students not choose a client from their work as an assistant simply because they were more comfortable with that particular case.
- ii. Exit Interview Comments were overall positive. Summaries were shared with faculty.
- iii. GAs have started on course checks for Graduate applications. All cohorts applications are done, and they have started on the traditional program applications. GAs will also be checking for letters of recommendation. Regarding the cohort applications, there have been some difficulties getting signed support letters from schools for supervision. There are currently 40 applicants for the cohort program, but only 12 signed agreements.

C. Clinic Director

- i. Faculty and GAs must submit travel applications for supervision/attendance at off-campus practicum sites. This includes attending IEP meetings, Kansas practicum, and Jefferson practicum, as well as travel related to research projects. Frank will clarify requirements for students who are not GAs.
- ii. When you plan to be out of the office, please inform the front office when you are leaving and when you expect to return. This includes time during breaks; please let Sandi know if you are checking email, and/or phone messages while you are away.
- iii. If you rearrange furniture in any room, please make sure you return furniture to the original setup when you are finished.
- iv. To ensure confidentiality, please remember to close office doors when having private conversations. In addition, stress to GAs that information they see and hear in working with you on assigned tasks may be confidential, and should not be shared or discussed with others.
- v. It is expected that you are in the department when providing supervision for clinic. This is important so you are accessible if students, clients, and/or families need to talk with you.
- vi. The Clinic scheduling meeting will be held on April 8 from 11:00 – 1:00.
- vii. Please post office hours (5 hrs over 2 days or 4 hrs over 3) at times that are outside of supervision/clinician conferences.
- viii. Please give students the evaluation of their diagnostic performance within two weeks after the diagnostic.
- ix. Clinicians should sign out equipment loaned from your office. Any missing items from the department at the end of year inventory must be reported.
- x. An additional handicapped space has been added to the Human Services parking lot. This will allow more availability for our clients with accessibility needs. However, it also means that two regular spaces have been removed. Clients can still park in faculty spaces across the street or on Fourth Street with their parking permits.

V. Other

- A. The Dynavox in Trina's office has been discontinued and they are being recalled, so we will no longer have that device for use in clinic. The charger for this device has also been used for other devices, so we may need to purchase a new charger.
- B. Curriculum committee will meet at noon next Wednesday.
- C. Brenda sent out multiple award opportunities – make sure to review the list and encourage students to apply. There are also faculty awards available.

cc: Provost Lord  
Dean Ornes  
Booth Archives