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Communication Disorders & Sciences

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**Communication Disorders & Sciences
Faculty Meeting Minutes
November 4, 2015**

- I. October minutes were approved with no changes.
- II. Announcements
 - a. Calendar of Events
 - i. Friday, November 6: Graduate Visit Day
 - ii. Wednesday, November 11: EIU Open House (Nichole, Jean)
 - iii. Thursday November 12 – Saturday November 14: ASHA Convention
 - iv. November 23-27: Thanksgiving Break
 - v. Wednesday, December 2, 11:00 – 12:30: Faculty Meeting
 - vi. Friday, December 4, 10-12:15 grad research posters
 - vii. December 14-18: Final Exams
 - viii. Tuesday, December 15, 11:30 – 1:00: CDS Holiday Lunch & Gift Exchange
 - ix. Friday, December 18: COS Holiday Luncheon
- III. Discussion Items
 - a. Chair
 - i. Interim Dean Mary Anne Hanner led the Chairs' meeting today; she will serve through the end of the semester. COS Chairs were asked for input on the Interim Dean search. The process will be announced soon, as the new Interim Dean will need to be in place by January.
 - ii. If you are attending the ASHA Convention, travel will be reimbursed up to \$500; however, submit receipts for all costs. If the budget allows at the end of the fiscal year, additional reimbursement may be given.
 - iii. ASHA Convention Registration is now open. If you are not attending ASHA, the department can pay for your ASHA registration.
 - iv. Angela requested information from faculty regarding any grants received between fall 2014 and summer 2015 for the CAPCSD Survey. A list of areas of research in which faculty have received funding or been published within last 5 years will be sent around; please indicate the number of grants/publications and the area in which they were received.
 - v. Faculty information is needed for the ASHA Reaccreditation Report. A blank form is posted on the Faculty Drive – Accreditation Reports – ASHA Reaccreditation 2015. Please save a new file with your last name and complete the form.
 - vi. Please submit any edits to the Policy Manual by Monday, November 16. Edits can be made electronically; the file is saved on the Faculty Drive – Policy Manual Folder – Approved Policies – Policy and Procedures August 2015.
 - vii. Spring 2016 Retreat Planning
 1. Last year we discussed moving retreat to a different time. Angela proposed a date in January to allow for visioning and planning for

the spring semester and into the fall when ASHA will be visiting. Potential conflicts with the first two Fridays of the semester were noted; Angela will explore potential dates.

2. Angela led a discussion related to future plans for the hybrid cohort program, and options for bringing the program in load. Potential modifications to the traditional graduate program to allow for flexibility in faculty loads were discussed.
- viii. Nominations for the Livingston Lord Scholarship were discussed. Some names were shared; Angela, Trina, Beth, and Naomi teach current juniors in classes and will further discuss nominees.
- b. Clinic Director
 - i. Frank presented some modifications to the Flu Shot Policy and asked for faculty approval. Frank made the motion, with a second from Jean. It was suggested to add a check box to indicate whether or not the individual has received the flu shot so that everyone will sign the form. The policy was approved with changes with 11 yes votes and 1 no vote.
 - ii. Two of our work study students were terminated from duties in the materials center due to not meeting job responsibilities. The materials center is typically staffed for 14-16 hours per week with work study students. Students enrolled in 3900 and graduate students who are new to our program also provide coverage of the materials center. The purpose for these students working is to familiarize them with materials that are available. CDS Graduate assistants are not assigned to the schedule, but do have GA duty during which they are monitoring the materials center. A question was raised by a student who is a GA in another department if she could be excused from the one hour per week duty. Faculty supported maintaining the policy that all students who were new to the program continue to provide one hour of coverage per week in the materials center.
 - c. Graduate Coordinator
 - i. Only traditional program applications will be accepted and reviewed this year. Faculty supported using the same process as last year with everyone participating in the graduate application review from the beginning, which involves more people and reduces the number of applications that any one faculty member needs to read.
 - ii. Becky presented data on outcomes of students in our hybrid cohort program compared to traditional students. Student performance in Grand Rounds and in Internships was similar, suggesting that both groups were well prepared.
 - iii. Graduate students have been notified about applications for the Hollowell and Struebing Awards. The due date for applications is Sunday November 15th, submitted to Rebecca Edgington. Nichole and Heidi will participate on the committee to choose awardees.
 - d. Committee Updates
 - i. Curriculum
 1. Jill reviewed the process for updating the written comprehensive exam and study guide for graduate students. Please edit the file that

is labeled “use this one.” Faculty may use the PDF that Jill shared as an example to improve the study guide. Our goal is to give the students an understanding of what they should pay attention to in order to prepare for the exam. If you want to add a sample question, you may do so. Jill will do some overall correcting, but faculty should address content for their specific courses. When editing the exam, please mark the correct answers. Sandi will create the student test form when all questions are edited.

ii. Recruitment

1. A copy of the new recruitment handout was distributed to faculty, and Becky reviewed highlights. We have already had positive feedback from a family who received the handout during a visit. The handout is saved on the Faculty drive in the Recruitment folder.
2. An updated version of the PowerPoint for Open House is in progress. This will replace the old recorded presentation. The presentation will follow the recruitment handout and will include notes so that the person presenting can talk through the key points.
3. Beth & Nichole are working on sophomore advisement guidelines and will share these when complete.
4. The presentation board needs some updates. Chris will coordinate these changes.

iii. Alumni/Special Events

1. Outstanding Alumni Nominations are needed. Jean will gather information and pass around a folder for faculty to review candidates.

The meeting was adjourned at 12:40.

cc: Provost Lord
Dean Hanner
Library Archives