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Communication Disorders & Sciences

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Communication Disorders & Sciences
Faculty Meeting Minutes
December 2, 2015

- I. November minutes were unanimously approved.
- II. Announcements
 - a. Calendar of Events
 - i. Thursday, December 3, Transfer Orientation (Jill/Chris; 11:30)
 - ii. Friday, December 4, 10-12:15 grad research posters
 - iii. December 10th NSSLHA holiday party
 - iv. December 14-18: Final Exams
 - v. Tuesday, December 15, 11:30 – 1:00: CDS Holiday Lunch & Gift Exchange @ Charleston Country Club
 - vi. Wednesday, December 16, 11:30, Classroom Meg Miller Thesis Prospectus
 - vii. Friday, December 18, 11:30 – 1:00: COS Holiday Luncheon @ Rathskellar
 - viii. Monday, December 21, 4:00 pm: Fall grades due
 - ix. Wednesday, January 6: Written Comprehensive Exams
 - x. Thursday, January 7: Oral Comprehensive Exams
- III. Discussion Items
 - a. Chair
 - i. Updates from COS
 - 1. Mary Anne is exploring options for an additional CDS classroom. This would give us an alternate location to schedule undergraduate classes; graduate classes could be scheduled in Human Services in order to record classes for the hybrid cohort.
 - 2. The EIU Diversity Conference will be on February 5, 2016. Presentations are still being accepted. Students and faculty are encouraged to attend as schedules allow.
 - 3. Procedures for dealing with an active shooter are in emergency handbooks, which are located in all therapy rooms, the seminar room, classroom, and lounge.
 - 4. Student travel grant money is limited, as most funds have been used. Students who have already received awards will not be considered for additional funds as they have in the past.
 - ii. The COS Interim Dean Search is underway. Open meetings with candidates are tentatively scheduled for Wednesday December 9 at 9:00 & 10:00 in the Charleston-Mattoon room and Thursday, December 10 at 11:00 and 12:00 in the Library Conference Room, 4440.
 - iii. Angela will distribute the updated Policy Manual for review prior to the January faculty meeting.
 - iv. Spring semester faculty meetings will be held on the following dates: 1/20, 2/3, 3/2, 4/6, 4/27.
 - v. Faculty retreat is scheduled for Friday, January 15 from 9:00 – 2:00. Two primary topics of discussion will be creating efficiency in the department and discussion of options for bringing the hybrid cohort program in load.
 - b. Clinic Director
 - i. Diagnostic ratings of grads need to be completed by Friday, December 11 so Frank can finalize grades.

ii. It is the supervisor's and clinician's job to proofread final reports for content. Sandi will send reports back if they need these changes. Students and supervisors must sign reports before leaving for break.

iii. The new ISR server has been installed, and will be activated after the end of the semester. The new server will be compatible with both Mac and PC software. Any videos that need to be downloaded must be taken care of by December 30. There will be a new look to the updated system; Jong will need to speak with us for about 15 minutes before classes start. This meeting will be at 9:30 am on Wednesday January 6.

iv. Clinic make-up date for July 4, 2016 is Friday, July 8.

v. Laptops will be available the Friday before finals in room 2705 so your GA can upload clinic documents. You may have to log your GA in or share your login information. Weekly plans and initial therapy plans should be uploaded. Please upload all documents by the last day of finals week.

vi. The materials center will not be open over the MLK Holiday weekend.

vii. Please make sure to return items to the materials center in a timely manner. Overnight checkout is ok, but items should be returned early the next morning. Late Friday checkout for the weekend is ok, but items should be returned Sunday evening.

viii. Clinic clean-up is December 18 at 9:00. Please make GAs available for about an hour and a half.

ix. GAs will return at 10:00 on Wednesday, January 6, 2016.

c. Graduate Coordinator

i. Heidi will proctor written comprehensive exams on Wednesday, January 6. Oral comprehensive exams start at 8:00 in the morning on Thursday, January 7. There will be a short break for lunch. The schedule can be found in the Curriculum folder on the faculty drive (under Comps – Schedule). Handouts will be turned in on Wednesday, copied for teams, and distributed to faculty.

ii. The graduate program applications review process was discussed. Frank and Trina will be exempt from the process to allow them for transition time with clinic director duties. If others have a reason not to participate, please talk with Becky. January 1 is the student deadline for applications. CSDCAS needs a 4 week review period to verify transcripts. By January 15th, we will start pulling complete applications. If files are not complete by February 1, they will not be reviewed. Please hold the morning of Friday March 11 open from 9:00-11:00 for a final review of graduate applications.

d. Committee Updates

i. Curriculum

1. Please finalize any updates to the comprehensive exam by next Thursday. When you are finished, please return the printed questions and item analysis to Jill. The updated study guide is complete. Becky will send out the praxis study guide and practice test questions from the new and old exam to the graduate students.

ii. Recruitment

1. PowerPoint slides for student visits are updated. Jean was able to use the new presentation and handout at the November open house.
2. Admitted student days in the spring will take place on Monday, February 15 & Saturday, March 5.
3. Chris is working with Lauren Spivey to get new pictures for our display board.

iii. Alumni/Special Events

1. Seven nominations for the Outstanding Alumni award were discussed.

iv. Assessment

1. The new assessment system will be used for formative assessment ratings. When you get the email with the link from Nichole, please check immediately to see if you can log in. Nichole will be doing DLO rating training for new faculty.

cc: Provost Lord
Dean Klarup
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