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Communication Disorders & Sciences

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Communication Disorders & Sciences
Faculty Meeting Minutes
September 7, 2016
11:00 – 12:30

- I. A motion was made (Smitley) and seconded (Mulvey) to approve the minutes from August 16, 2016. The motion was unanimously approved.
- II. Communications
 - a. none
- III. Announcements
 - a. Calendar of Events
 - i. Wednesday, September 7, 2:30: President Glassman's State of the University Address (Doudna)
 - ii. Friday 7:00 – 9:00 a.m. Information for seniors about applying to grad school (Becky) in seminar room
 - iii. Thursday, September 15, 5:15: NSSLHA full group mandatory semester meeting – please announce in classes
 - iv. Friday, September 16: submissions for Publishing Scholars due
 - v. Thursday, September 22, 5:15: NSSLHA Welcome Back Picnic, Morton Park – faculty are invited
 - vi. Friday, September 23: Graduate Program Visit Day 10:00 – 12:30
 - vii. Friday, September 30, 9:00 – 3:30: Autism Conference, Grand Ballroom
 - viii. Wednesday, October 5, 11:00 – 12:30: Faculty Meeting **Mary Anne to address Site Visit Preparation
 - ix. Friday, October 21: Graduate Program Visit Day 10:00 – 12:30
 - x. Saturday, October 22: Homecoming Parade & Football Game
 - xi. Wednesday, October 26, 3:30 – 5:00: Celebration of Publications, Creative Works, and Grants reception, University Ballroom
 - xii. Thursday, October 27: Transfer Advisement
 - xiii. Wednesday, November 2, 11:00 – 12:30: Faculty Meeting
 - xiv. Monday & Tuesday, November 7-8: CAA Site Visit
 - xv. Monday, November 14: Transfer Advisement
 - xvi. Wednesday – Saturday, November 16-19: ASHA Convention
 - xvii. Friday, December 2: Transfer Advisement
 - xviii. Wednesday, December 7, 11:00 – 12:30: Faculty Meeting
 - xix. Friday, December 9: Graduate Program Visit Day 12:30 – 3:00
 - xx. Friday, January 6: Transfer Advisement
 - xxi. We need to schedule a time for a faculty picture to include our newest faculty. Jean will contact Bev Cruse. We will try for Wednesday, September 21 during the faculty/committee meeting time.
 - xxii. Trina reminded us to encourage students to order Autism shirts and to register for the conference.
- IV. Discussion Items
 - a. Chair
 - i. Advisement of athletes: We have recently had some issues with athletes in the major having enough required hours toward the major in their senior year. Per NCAA requirements, athletes must have a minimum of 6 hours per semester that are required for degree completion, and 18 hours for the academic year. There are some electives allowed, but there is a restriction on the total number of hours. Waivers are possible but are also limited. NCAA does not recognize requirements for a minor as part of these required hours. Since our curriculum changes which moved Voice and Literacy up to the graduate level, our seniors have fewer required hours in the major. This should be taken

into consideration by advisors working with athletes. It may also be a consideration for the Curriculum Committee.

- ii. Budget: The budget remains unchanged, and approved expenses are limited. Student instructional needs are being covered, however reimbursement for travel will be minimal for the fall semester. President Glassman's speech this afternoon will address working groups for program reviews and visioning for the future of the university.
- iii. Emphasis on Undergraduate Recruitment: President Glassman stressed the importance of undergraduate recruitment and that now is the time to be communicating with students; by the spring semester, many will have made their college decisions. Some funding is being provided to support recruitment efforts. Deadlines for applications and funding are moving earlier.
- iv. The video system transition went smoothly after an initial glitch in the preparations. If anyone is having difficulty with the video system, email Jong and copy Trina & Amy.
 1. On Tuesday/Thursday at 4:20 there have been some issues (e.g., the view of rooms disappear, or no connections or rooms are available). This is our absolute busiest time when every room is full and recording. The question was raised whether the system is maxing out because of this. Beth is the only supervisor not having this problem at that time.
- v. The Spring 2017 revised course schedule was distributed. The spring schedule has been adjusted to accommodate Courtney & Heidi co-teaching speech science. The schedule will be released to students on September 10. The current schedule allows students who transfer in to come to campus on Tuesday/Thursday and take all 4 of the 2000 level courses.
 1. It was suggested that community colleges within driving distance be contacted to find out what we can do to get this information about spring 2000 level classes in students' hands. It would be beneficial for students to start at EIU part time in the spring (taking the 2000 level classes on Tuesday/Thursday) and then finish the 2 year degree in summer. Angela will coordinate with Beth and talk to Doug about distributing this information at the articulation conference. Community colleges within driving distance would include OCC, Parkland, Lakeland, & Richland.
- vi. For undergraduate advisement, we have grids for the 4 year and 2 year sequences. Jill recently created a 2.5 year draft. The 3 year version also needs to be finalized.
- vii. Our CAA Reaccreditation site visit for the graduate program will occur on November 7 & 8. In preparation, Angela requested that all faculty read the standards found at: <http://caa.asha.org/wp-content/uploads/Accreditation-Standards-for-Graduate-Programs.pdf>. In addition, please read the completed report prior to our next faculty meeting on October 5. The report is saved on the Faculty Drive – Accreditation Reports – Reaccreditation 2015 – Final Report Documents. The “Survey Response” document is the main content document; other files are addendums and appendices. On October 5, Mary Anne Hanner will meet with graduate students & faculty to provide tips on preparing for the visit.
- viii. New CAA Standards will take effect in 2017, including standards related to interprofessional education & ethics education. In addition, several standards have added specificity in their criteria. Angela has a printed copy available, or the new standards can be found through the accreditation link on the ASHA website.
- ix. Angela distributed an updated version of the Long Range Strategic Plan document with accomplishments and modifications from the past year. Please read through the document and email Angela with any information that should be added.
- x. In an effort to use time more efficiently, if you have an issue to discuss, please email Angela to set up a time to discuss it, or drop in during office hours.

b. Graduate Program

- i. Research projects/EBP: Becky asked if there were any questions about student research projects; Students are signing up for times to brainstorm about a client and a possible priority goal for the research project. It should be something that you as a supervisor are willing to spend a significant part of the session on. Pushing for rationale why this is the primary goal. Typically meet twice with the supervisor early on to make sure that the project is going down the right path. The target should be clinically relevant for the client. There is an EBP folder on the Working Drive – Evidence Base – by disorder category as a resource for supervisors.

c. Clinic Director

- i. Trina reviewed the department emergency plan and distributed copies to everyone.
 1. Courtney noted that her previous place of employment had equipment in stairwells for lowering wheelchairs in case of a fire. Angela will discuss this with Associate Dean Cornebise prior to the Plant Worx meeting.
 2. Questions were raised about new procedures in many places which encourage the run/hide/fight strategy rather than shelter in place as outlined in the Emergency plan document.
 3. Procedures for parents of clients were discussed. In a shelter-in-place situation, parents in the video room should close the door and stay there. Anyone in the waiting areas should be directed to the seminar room or the faculty lounge.
 4. Trina will distribute copies of the distress call procedures. Kylie will make a small version that can be attached to our faculty/staff phone list.
- ii. We are out of clinic brochures. Trina will circulate a copy of the current brochure and provide an opportunity for input on any revisions. Revisions will be a topic for the first clinic committee meeting.
- iii. Rather than having a clinic scheduling meeting this fall, Trina will post a schedule based on scheduling requests and then ask supervisors to individually check the schedule.
- iv. There are three extra clinicians scheduled for clinic this semester, and we also have more 4900 students in the fall than in spring. This means we will need fewer clients in the spring, and may need to consider some dismissals. If you are thinking about dismissal for a client, please talk with parents by midterm.

d. Committees

- i. Library Coordinator (Heidi): Due to the university's budget issues, the library is identifying potential journal cancellations. The only possibility for purchasing new journals is if old journals are cancelled. Journals will still be available through interlibrary loan. Library hours may be cut as well due to reduced staffing.
- ii. Assessment (Nichole): The new assessment system is still presenting issues. When you have a remediation plan and you are going to re-rate a student, please let Nichole know so that she can appropriately identify initial ratings and new ratings. When a remediation plan is finished, give Nichole a copy of the completed plan and note the date you updated ratings.
 1. Concerns about the performance of two graduate students were discussed. Jean requested that we allow time at faculty meetings at midterm and end of semester to discuss graduate student concerns that may impact internship placements and/or supervision needs. Heidi suggested signing observation notes.
- iii. Recruitment (Beth): Fall departmental visit days for undergraduates have been scheduled in conjunction with open houses. Students will be invited to the department, and when the schedule allows, will sit in on 3900.
 1. Recruitment folders are available in the front office for meetings with potential undergraduate students.
 2. Courtney is coordinating Academic Foundations Day with NSSLHA. Last year, only a few students attended the presentation, but many students came to the

table. This year, a sign-in sheet will be added for interested students so that we can follow up with them.

3. Beth tried contacting high schools about visit days, but has found that most do not schedule college visit days anymore. If someone does go to a high school, announcements will be made if students want to leave class to attend.
 4. Questions were raised about how we might insert ourselves into events that EIU admissions representatives are already attending, or how we might get our materials distributed at those events.
- iv. Curriculum & Clinic committee meeting dates have been scheduled and will be distributed.
 - v. Courtney reminded everyone about the NSSLHA Welcome back picnic and encouraged faculty to stop by to visit with students.
 - vi. Courtney reported that NSSLHA raised \$115 in the therapy materials sale. There are some items left which will be used for another sale later in the year. If anyone has additional materials they would like to donate for a future sale, please let Courtney know.
 - vii. DPC for this year includes: Rebecca Throneburg (Chair), Trina Becker & Jill Fahy (Committee Members), and Jean Smitley (alternate).

cc: Provost Lord
Dean Klarup
Booth Archives