

COMDIS Department Meeting Minutes

For most efficiency, items highlighted in blue should be reviewed before the meeting

Date: 8/31/2022

Time: ~~9:00~~ 9:30-3:06

Location: ~~RS-2007B~~ Winther 1013 (due to scheduling conflict)

Attendees: Busch, Swanson, Aranda, Hammer, Gilbertson, Feggstad

Introductions

- Updates from summer
- Operation style, values, and communication
 - [COMDIS Department Operational Guidelines](#)
 - information to share with Department Chair via email
 - Travel, leave, or sick time
 - Requests for resources/purchases
 - Items for meeting agenda
 - Funding Information (even before submission)
 - Plans/goals for future projects/clinics/camps/prof. development/etc
 - [Gilbertson Values and Operation Style](#)
 - [Aranda Communication and Operation Style](#)

Approve Minutes

- [Minutes 5_16_2022](#) (moved and approved, 6-aye)
- Public posting of dept approved agendas and minutes: [Faculty and Staff Resources | College of Education and Professional Studies](#)

Approve Graduate Faculty Exceptions (moved and approved, 4-aye)

- Beth Miller Swanson
- Kaia Feggstad

Information Items


- [Campus Welcome Back Week Schedule](#)
- [Registrar Calendars](#)
- [Dept. Calendar](#)
 - [Fall 2022 Orientation Week Aug 22 - Sep 2](#)
 - [Fall 22 Course Schedule](#)
 - Audio lab equipment calibration TBD in Oct
 - [Attempt to schedule for Tuesday or Wednesday to avoid conflicts with Friday hearing screenings in October](#)
 - COMDIS 485B Capstone Seminar Interview
 - March 1st & March 8th 4:00-5:30
 - Portfolio Day: final exam day for COMDIS 780
 - Grad application opened July 15th- closes Feb 1st

- Promotion & Tenure
 - [Personnel Rules](#)
 - [COMDIS Department Promotion & Tenure Standards \(Approved 2015\)](#)
 - [2022-2023 Review, Reappointment and Tenure Timeline.pdf](#)
- First Year faculty
 - Document of intent due Sept 16
 - [Document of Intent Blank.docx](#)
 - [SAMPLE Document of Intent.docx](#)
 - Book due Jan 13
 - [Faculty PURPLE BOOK](#)
 - Consultations completed by Feb 17
 - Schedule consultation meeting times ASAP so notices can go out 20 days before meeting
 - Schedule peer review of teaching for fall
 - Need one peer review in fall and one in spring for the first year
 - [COMDIS Peer Review Form Blank.docx](#)
- Post Tenure Review- every 5 years after being awarded tenure
 - [Post Tenure Review Webpage](#)
 - [Post Tenure Review Policy](#)
- Staff Performance Reviews
 - [Academic Staff Assembly Rules](#)
 - [Academic Staff Purple Book](#)
 - Academic Staff
 - Review in 1st two years of appointment- Completed by March 1
 - Review after 2 years in position- completed by Dec 1st
 - University Staff
 - [University Staff Council](#)
 - [Blank Univ Staff Review form.docx](#)
 - Review completed by March
 - Student Employees
 - [COMDIS GA Performance Eval Form \(1\).docx](#)
 - Review completed by supervising faculty member in Dec or Mar
 - Send completed review to Dept Chair
 - **Make sure to talk with GA's about confidentiality and FERPA**
 - <https://www.uww.edu/registrar/ferpa>
- Dept meetings:
 - [COMDIS Department Meeting Materials 2022-2023](#)
 - Agenda link sent out via email on Monday B4 meeting
 - Let dept chair know if like to add anything to agenda by Friday B4 meeting
 - Attend with device that can connect to wifi in order to open links and documents
 - Meeting requests on outlook calendar
 - Hold Wednesday 1:00-3:30 every week to work on department projects or meetings with department members
 - Mid Semester meeting: Wed 1/18/2023 9:00-3:00
 - End of Semester meeting: Wed 5/17/2023 9:00-3:00

- Reminders:
 - Provide set office hours for fall semester to Pedro by Sept 13 (can be virtual)
 - Full time faculty and instructional staff (with full teaching loads) plan for 5 hours of office hours per week, let dept chair know if you have different plan/rationale
 - Contact hours (direct and indirect) refresher
 - For courses: required to meet 50 minutes per credit hour per week for 16 weeks.
 - In a normal academic term (16 weeks), students should plan to schedule two hours per week for each credit per course for learning activities.
 - Mandatory [Syllabus Language Information](#)
 - Post syllabi digitally and provide copy to Pedro by Sept 13th
 - [INSTRUCTIONS FOR POSTING SYLLABI](#)
 - All course syllabi should be ready by the first class meeting
 - Schedule check in/FYI meeting with department chair for fall semester

Updates

- CAA Visit (Oct 13 & 14)
 - [Working Draft of Site Visit Agenda Update.docx](#)
 - [CAA 2022](#)
- Audit and Review (Due Oct 1, 2022)
- Online Post Bac
 - Proposal for tuition exception to System in Nov
 - Financial aid qualification
 - Program change form to add COMDIS 270 as an option for SLPA certification
- Policy/Practice Highlights
 - [Workload Assignments for COMDIS.docx](#)
 - Professional Development for 2022-2023: <https://announcements.uww.edu/Announcement/Details/17759>
 - \$1,000 for faculty
 - \$500 for academic staff
 - \$250 for university staff
 - Anticipate \$500 COEPS funded license CE for clinic supervisors
- [Policies](#)
 - <https://announcements.uww.edu/Announcement/Details/17794>
 - [Employee Tuition Reimbursement Policy approved 7.6.2022.docx](#)
 - [Tuition Reimbursement Form](#)
 - [CARE Team Resources for Helping Students in Distress.pdf](#)
 - [Employee Assistance Program](#)
 - [Perseverance and Grit Tips.pdf](#)
 - [Children in the Workplace Policy](#)
 - [UWW Equivalent Qualifications for University Supervisors \(1\).docx](#)
 - Direct all accommodations requests to the appropriate office
 - [Center for Students with Disabilities](#)
 - [UW-Whitewater Sexual Violence, Sexual Harassment and Intimate Partner Violence Policy](#)

- Title IX Coordinator: titleix@uww.edu
 - Religious Accommodations
 - Associate Vice Chancellor Kristin Plessel: plesselk@uww.edu
- Portfolio Documents for 2024 Cohort: [Portfolio Docs](#)
- [Materials Room Inventory](#)
 - Link located on CANVAS Grad Sites
- UW-Whitewater Graduate Program Google Folder
 - [UW-Whitewater Graduate Program](#)
- Printing, paper use, and supply budget
- UW-CCD COVID-19 Protocol for 2022-2023 academic year:
 -  [COMDIS COVID Response Plan 2022-2023.pdf](#)
- [Department Approved Surveys/Evaluations](#)
 - Course Evaluations
 - [Standard Course Questions](#)
 - [Practicum Questions](#)
 - [Placement Coordinator Questions](#)
 - Advising Surveys
 - [Undergraduate Advising Survey](#)
 - [Graduate Advising Survey](#)
 - CALIPSO
 - [CALIPSO Supervisor Feedback](#)
 - [Student Evaluation of Clinical Placement Form](#)
 - [Feedback from Supervisor](#)
 - Exit Survey
 - [Undergraduate Exit Survey](#)
 - [Graduate Exit Survey](#)
 - Chair Feedback
 - [Chair Feedback from Dept. Members Year 1,2](#)
 - [Chair Feedback from Dept. Members Year 3](#)
 - [Client Satisfaction Survey](#)

Discussion

- [Spring 2023 Schedule](#)
 - [Follow-up with Lynn on spring course decisions by Thursday 9/8](#)
 - [2022-2023 Courses](#)
 - [Standard Start Times](#)
- Fluency Simulation for 2nd Year Grad Students- [will be included in COMDIS 585](#)
- Winterim and Summer Courses
 - Winterim-[none](#)
 - Summer
 - Beth: COMDIS 781 Pediatric placement practicum, [1st](#) 9 wk session, 3 credits
 - Busch: COMDIS 270 Intro to COMDIS, online, 1 section, 2nd 3 week session, 3 credits
 - Others?-[none](#)
 - FYI: SPECED 686/752 Academic Intervention I,online, 1st 6 wk session, 3 credits

- Advising Dates: Graduate
 - Fall
 - 2nd year- Monday 10/24 5:30-6:30
 - 1st year- Tuesday 10/25 6:15-7:15
 - Spring
 - 2nd year- Monday 3/13 5:30-6:30
 - 1st year- Tuesday 4/4 6:15-7:15
- Advising Dates: Undergraduate-[Pedro set-up the webex meetings](#)
 - Proposed fall dates
 - Wednesday October 19, 1:00-2:00 (hybrid)
 - Thursday October 20 2:30-3:30 (hybrid)
 - Monday October 24 3:00-4:00 (hybrid)
 - Wednesday October 26 3:00-4:00 (hybrid)
 - Proposed spring dates
 - Wednesday March 15 4:00-5:00 (hybrid)-[Hammer may not be able to attend](#)
 - Wednesday March 22 2:00-3:00 (hybrid)
 - Monday April 3 3:00-4:00 (hybrid)

Assessment

- Undergraduate
 - [Undergraduate Research in COMDIS since 2013](#)
 - [Undergrad Assessment Plan for COMDIS](#)
 - Key assignment data for undergraduate courses (426, 481, 385, 484, 485B): [2021-2022](#)
 - [Undergrad Graduates and Post Grad Plans](#)
 - [COMDIS 485B 2021,2022 Capstone Interview Assessment](#)
 - [Undergrad Advising Survey Results](#) (4.6 satisfaction rating)
 - [Exit Survey](#) (4.58 satisfaction rating)
- Graduate
 - [Graduate Assessment Plan for COMDIS](#)
 - [Grad Cohort Workplace Data.xlsx](#)
 - [Portfolio 2022](#)
 - [2017 - 2022 Overall feedback on Portfolio Presentations and Suggested Changes](#)
 - [Spring 2022 Graduate Advising Survey Results](#) (4.48 satisfaction rating)
 - [Summer 2022 Graduate Advising Survey Results](#) (4.58 satisfaction rating)
 - [Supervisor Feedback Summer 2022](#)
 - Exit Survey (3.86 satisfaction rating)
 - [Minutes 2022 COMDIS Advisory Board Meeting](#)

Plan and Goals - [will revisit at next meeting, review assessment data individually to inform goals prior to next meeting](#)

- [Department Strategic Plan- 2019-2025](#)
- Annual [Dept Goal Brainstorm](#)

Committee Assignments

- [COMMITTEE MEMBERS 2021-2022.docx](#)

- Need
 - Library Rep (not identified yet, Gilbertson will serve at this time)
 - COEPS Tech Committee-Hammer
 - COEPS Award Committee-Busch
 - NSSLHA Fac/Staff leader (not identified yet, Gilbertson will serve at this time)

Student Issues

- Support for updated degree completion plan (moved and approved, 6-aye)

Other Items: (Not discussed)

- Curriculum
- Debrief Orientation Week
- SLPA
- Course schedule/ 8 weeks classes?