COMDIS Department Meeting Minutes

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

Date: 10/6/2021
Time: 1:00-3:00
Location: RS 2007B

Attendees: Swanson, Morton, Nieto, Gilbertson, Busch, Hammer, Aranda

Guests: Ashley Munoz & Ashley Peterson

Guest: Ashley Munoz, COMDIS volunteer social media/event/and outreach intern, present information for fall open house.

Friday November 12  5:30-6:30 (virtual)- Pedro create WebEx link, send outlook calendar invite, update web page
  ● Overview of program
  ● Faculty introductions
  ● Student panel

Saturday November 13 10:00-12:00 (In Person)- Pedro create outlook calendar invite, update web page
  ● Overview of program, introductions, clinic (timeline across lifespan)
  ● Activities (clinic tour, virtual reality clinic session, simulation mannequin, literacy corner, bio feedback app, AAC conversation at table) - ideas to Ashley by Nov 1
  ● Clinic opportunity map
  ● Research posters hung around room
  ● Grab bags- masks from Julie in health services?

Marketing
  ● WSHA/NSSLHA boards to share open house
  ● Fred Trotter for school share outs
  ● COMDIS 485A open house programs share

Approve Minutes from 9/22 meeting (motioned and approved 7-aye)
  ● Minutes 9_22_2021

Information Items
  ● Dept. Calendar: Calendar
  ● WTFS 2022-23 Program Description-Call for Applications.pdf
    ○ Nominations due Nov 1st
  ● Sink installation approved and financed by Provost office
    ○ Tentative plan for sink install at the end of October
    ○ Move materials out of materials room
    ○ Tentative plan for new paint and ceiling tiles in materials room over winterm
• Hearing screenings happening in MPS on Fridays through October and November (undergraduates and graduates)
  ○ Hearing screeners will be out for lab of 14th, so grad students pick up after 2:00 on 14th
  ○ Audiolab calibration on the 19th- all equipment needs to be in lab at 8:00AM

Commencement Assignments

• MEMO - Faculty Cap and Gown 21.doc
• Fall Commencement 10:00 Dec 18
  ○ Gilbertson
• Spring Commencement May 14
  ○ Nieto
  ○ Morton
  ○ Hammer

Committee Updates

• COEPS Admin
  ○ SOAS (senior outcome survey) no longer allowing departments to add questions. Departments are still able to do their own exit or senior or graduation survey.
  ○ If writing a grant which requires software or hardware of any kind that ICIT should be involved in those discussions prior to turning in the grant
  ○ Student masking- concerns about wearing mask properly (covering nose and mouth)
  ○ Department committees (motioned and approved 7-aye)
    ■ Graduate application review
    ■ Curriculum
    ■ Assessment
    ■ Recruitment/Retention/Enrollment
    ■ Facilities/Planning/Budget

• COEPS Tech
  ○ Cloud Lab Mockup Feedback
    ■ Need a space to take ~30 students to access software (ex. SALT) in a “computer lab”
  ○ Continued tech needs
    ■ Microphones for classrooms
    ■ Headsets for virtual meetings
    ■ Access to google apps
    ■ Kaltura
    ■ CANVAS ongoing program pages/ CANVAS template courses

• COEPS Inclusive Excellence and Diversity
  ○ Lulu and Jenna will be co-chairing

• COEPS international education committee- only meeting if have items
• **TELFE**
  - Checking on language for school visits
  - Discussion on out of area placements
  - 3-strikes policy for student placements
  - Possibility of synchronous video meeting satisfying DPI “1 in-person visit”; president in state statute for Chapter 14 and Chapter 17 in-person visits satisfied through WebEx video meetings

• **IRB keeps cancelling**

• **ASA**
  - Re-doing portfolio process and forms; working with HR

• **SEP**
  - If have ideas on recruitment/retention/enrollment share with Gilbertson

**Student Issues**

• Performance plan in place for graduate student
• Met with student regarding vocal quality and will follow up with faculty
• Met with student regarding placement concerns
• Discontinue undergraduate project due to communication concerns, may impact community relationships for graduate student placements

**Fall Advising Materials on CANVAS -**

• Undergraduate- review content and let Lynn know ready to go for publish on 10/13
• Graduate- content ready; Pedro review student folders and ready for 10/13

**Plan and Goals**

• Department Strategic Plan- 2019-2025 (not discussed)
• Annual Dept Goal Brainstorm (not discussed)
• COMDIS Financial Priorities - reviewed
  - Use of Indirect Costs & Plan Form-1-1.pdf

Practicum Supporting Supervisor Evaluation- determine process for clinic supervisor evaluation when they are not instructor of record (not discussed)

• CALIPSO Supervisor feedback - blank.docx
• Practicum Course Evaluation.docx

**Course format/program delivery (not discussed)**

• COVID-19: Distance Education/Alternative Delivery
• COVID-19 Guidance From CFCC

**Other Items (not discussed)**

• SLPA summer clinic and seminar
  - Pathways: Speech-Language Pathology Assistant Certification
● Off-Site Supervisor Manual and CANVAS Course