

## COMDIS Department Meeting Agenda

Date:12/6/2023

Time: 1:00-3:30

Location: RS 2007B

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

Group Activity

- [Professional Purpose Activity](#)

Approve Minutes

- [COMDIS Minutes 11 15 2023](#) (moved and approved 7-aye)

Information Items

- [Dept. Calendar](#)
  - Grades due 12/19
  - do not put "off contract" in automatic email reply over winterm
  - Dept meeting Jan 17, 9:00-3:00, Room TBD
  - COEPS spring forum: Jan 18 8:30-3:30 in UC
  - Classes start Jan 22
    - [Spring 24 Schedule](#)
    - need syllabi submitted to university & dept by first day of class
    - Need office hours sent to DA by first day of class
- [COMDIS Admin Nov 2023-Jan 2024 Availability](#)
- Update directory information/photo
- [Blue Course Eval Instructions](#)
- RS 1040 Tech Choice- *wall mounted Epson 710Ui Laser Interactive Projector*
- [Fall 2024 schedule](#)
  - Some unknowns: open search, changes in leadership, post bac enrollment, PIE class, experiential learning elements
  - Send any questions corrections to Lynn via email by the end of December
  - Changes made during meeting:
    - Wednesday 9-1 782 Swanson
    - Wednesday 1-4 661/662 student collab time
    - Move 482 in person meeting to M 2:00-3:15, mirror W for online meeting
    - Move 477 to 9:30-10:45 T/R
- [UWW COMDIS 2023 CAA Annual Report](#) - submitted 12/4

Updates

- Evaluations - clinic team discuss and work with Pedro on updates to format of survey and use
  - [Supervisor Feedback](#)
  - [Site Evaluation](#)
  - Client Satisfaction Results
    - T:\COMDIS\CLINIC\Evaluations - Surveys

- Approach to Clinical Practice
  - Use the rubric consistently to categorize level on the rubric but adapt points based on course needs
  - Feedback is most critical
  - Place feedback in the CANVAS cohort page
- Dept meeting room location
  - Find Room for 1/17 for longer meetings (August, January, May)
  - WH 1013 / Counseling / RS 1040
  - Add a WebEx option to all dept meetings
  - Add all dept members as hosts
- Experiential learning offerings
  - 492, 493, 498, 498R
  - Be prepared to discuss special topics and offerings for a 4 semester rotation in January
- Dept Tenure Standards
  - Dean & COEPS IED committee supporting departments in updating standards (if they so desire)
  - Be prepared to discuss at January meeting
- Committees (not discussed)

Student Issues (not discussed)

- Contemplate closed session to discuss confidential student matters under Wis. Stat. § 19.85(1)(f)
- roll call vote to go into closed session
- roll call vote to go out of closed session

Other Items: (not discussed)

- Open House Debrief
- Advising Debrief
- Curriculum
  - Identify all programs that require a minor- provide COMDIS minor as option
  - Currency review