

## COMDIS Department Meeting Minutes

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

Date: 9/14/2022

Time: 1:00-3:30

Location: RS 2007B

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

Approve Minutes (moved and approved, aye-5)

- [Minutes 8 31 2022](#)

Information Items

- [Dept. Calendar](#)
- Syllabi & [Office Hours](#)
- CAA Visit (Oct 13 & 14)
  - [University of Wisconsin Whitewater Site Visit Schedule.docx](#)
  - [CAA 2022](#)
  - Lynn send everyone the 2022 written report
  - Cody send KASA to Lynn for SPECED 686
  - Have lab space ready for tour on Oct 13
    - WH 4004, 4005
    - WH 4033
- Audit and Review- Read and provide feedback by 9/28
  - [Audit and Review BS CSD draft report.pdf](#)
  - [Audit and Review MS CSD draft report.pdf](#)
- COVID Protocol
  - Create language about sanitizing tech for the clinic handbook
- Searches
  - [Draft Clinical Assistant Professor Position Description 2023](#)
    - Committee composition- Cody, Beth, Kaia, ask for SPECED rep
  - [Draft Position Description Assistant Professor 2023](#)
    - Committee composition- Beth, Pedro, Michael, ask for rep from EDFOUND
  - Eileen will be TAM coordinator
  - Committees decide who will chair and send that info to Lynn
  - Committees finalize position description and send to Lynn for dept vote
- Curriculum
  - Update unique requirements for BS
    - Add BIO 120
    - Add "Select 1 of the following: Physics 130, Physics 212, or Physics 240
    - Remove SOC 265, only require EDFOUND 243
    - Update prefix of ENGLISH 371 & 372 to PWP 371 & PWP 372

- Add COMDIS 270 as option for Post Bac Certificate (summer) (moved and approved aye-6)
  - Service based pricing for post bac certificate will be \$389 per credit and goes for approval in Nov
- Budget
  - Directed to use dept funds to cover courses and any unused salary dollars will be swept in spring
  - ~\$3000 in 128 clinic fund
- [Admissions Office Visit Events 2022\\_2023.docx](#)

#### Fall/Spring Open House Dates

- Suggested- Pedro will post these dates on website, and send calendar invites
  - Nov 18, 5-6 virtual
  - Nov 19, 10-11 in person (Kaia and Michael may have a conflict)
  - Mar 17, 5-6 virtual
  - Mar 18, 10-11 in person

#### Committee Updates

- [COMMITTEE MEMBERS 2022-2023.docx](#)
- Dept library rep- Michael will serve
- NSSLHA Fac/Staff Leader- Lynn will serve
- COEPS Admin
  - PDP request/approval in pdf form due by Nov 1, form on COEPS CANVAS page
  - Youth protection officer, Matt Gust- for any activity that involves minors on campus contact Matt
  - Budget- not spending down accounts
  - Set up notifications for COEPS CANVAS page
  - Remote work requests- work with supervisor to determine if appropriate for assigned duties
  - DA rules for work
    - Do not as DA to perform personal tasks
    - Do not as DA to perform tasks outside of their typical tasks
    - There is no overtime for DA's so they can refuse work outside of hours and if stay late, then adjust the time during the same week
  - Will be a search for license examiner soon
  - All undergraduate course directives need to be sent to Nicole

#### Plan and Goals (not discussed)

Prior to the next meeting- please review the assessment data linked in the 8/31/22 meeting agenda/minutes to help make data informed suggestions for department goals along with review of the the department strategic plan and past department goals (linked below).

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

## Student Issues


- Student degree completion plan update
  - Lynn will follow up with student about dropping fall courses
- Clarification on college COVID vaccine statement
  - Lynn will send clarifications via email

## Debrief Orientation Week (not discussed)

## Undergraduate Curriculum (not discussed)

- Admission to upper division
- Course credits (COMDIS 240, COMDIS 380)
- Review courseleaf language/titles/descriptions for currency
  - Ex. COMDIS 355 listed in catalog as “Normal Lang Disorder”
- Elective(s)

## Other Items: (not discussed)

-  Statement of Understanding Updated 2022.pdf
- SLPA