

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 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