

COMDIS Department Meeting Minutes

Date:1/18/2023

Time: 9:00-3:00

Location: RS 1040

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

Approve Minutes (Moved and approved 6-aye)

- [Minutes 12_7_2022](#)

Information Items

- [Dept. Calendar](#)
 - COEPS spring forum Jan 19, 8:30-3:30 UC
 - Classes start Jan 23
 - [Syllabus Language Information](#)
 - need syllabi submitted to university & dept
 - Need office hours sent to DA
 - Grad apps assigned 2/2
 - Reviews completed by 2/10
 - Consider GA offers and student hourly fund usage at next meeting
- Searches
 - COMDIS Clinical
 - Waiting for approval
 - COMDIS Faculty
 - Posted the position on other career sites
 - GA will look up Ed.D. programs in language/literacy to distribute position description
- [COMDIS BS Audit and Review Self Study Report DRAFT.pdf](#)
- [CAA Site Visit Report](#)
- Curriculum:
 - B- across all grad courses is approved for fall 2023
 - [2023 Updated/Approved Policy for Admission to Upper Division COMDIS Courses](#)

Student Issues

- Contemplated closed session to discuss confidential student matters under Wis. Stat. § 19.85(1)(f)
- a roll call vote was taken to go into closed session (moved and approved- 6 aye)
 - Motion for dismissal (approved by majority vote)
- a roll call vote was taken to go out of closed session (moved and approved- 6 aye)

Assessment

- Grad Portfolio
 - [2017 - 2022 Overall feedback on Portfolio Presentations and Suggested Changes](#)

- [Approach to Clinical Practice Grading Rubric 2023](#)
 - Example of 684 Assignment for Portfolio artifact: [In-Service Training Video Assignment \(1\).docx](#)
- Track check-in rubric data on CANVAS
- Spring 1st Year Check in in COMDIS 675
- Update graduate advising slides (Lynn)
- Enter fall course specific data by 2/1
 - [Undergrad Assessment Plan for COMDIS](#)
 - [Graduate Assessment Plan for COMDIS](#)
 - [Undergraduate Research in COMDIS since 2013](#)
- Senior Exit Survey
 - [Fall 2022 Senior Exit Survey](#)
 - Noted program strength was the professors (passion, mentorship, availability)
 - Noted program challenge was shifting staffing especially for letters of rec.
- Progress on Dept Goals:
 - [Dept Goal Brainstorm](#) reviewed for updates on completion/progress for 2022-2023 and 2023-2024
 - [Strategic Plan & Measurable Goals](#)
- [Minutes 2022 COMDIS Advisory Board Meeting](#) revisited to support “closing the loop” on suggestions for program improvement

Curriculum

- Graduate Curriculum
 - Review draft template syllabus language regarding competencies & NPC
 - *Completion of all course assignments is required. Each assignment is critical to learning and demonstrating the knowledge and skills outlined by INTASC, ASHA, and KASA. Receiving a passing course grade alone is not sufficient for meeting these standards.*
 - Add above language to graduate course syllabus. Recommend placing after course description, prerequisites, or assignment description
 - Plan to add language regarding approved grade requirement of B- or better in fall 2023
 - Research methods implementation possibilities (not discussed)
 - Electives (not discussed)
- Undergraduate Curriculum (not discussed)
 - 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)

Fall 2023 Schedule

- [Fall 2023 Draft 2 Schedule](#)
- Change COMDIS 371 split across M&W
- Add Post Bac Section of COMDIS 486

- Schedule due first week of Feb

COEPS DEI objectives and measures (not discussed)

- All COEPS department DEI materials: [Operationalizing EDI in COEPS](#)
- COMDIS dept Documents: [COEPS EDI- Communication Sciences & Disorders](#)
 - Work as a department to complete measurable goals, times, and individual
 - [COMDIS Recruitment and Diversity Initiatives](#)

Committee Updates (not discussed)

Debrief (not discussed)

- Advising
- Open House

Other Items: