

## COMDIS Department Meeting Minutes

Date:9/27/2023

Time: 1:00-3:30

Location: RS 2007B

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

### Group Activity

- Debrief Values activity from 9/13: [Values Activity .pdf](#)
- [Mattering & Noticing.pdf](#) bring to 11/1 meeting

### Approve Minutes

- [COMDIS Minutes 9 13 2023](#) (moved and approved 8-aye)

### Information Items

- [Dept. Calendar](#)
  - Upcoming advising: Undergrad Friday 10/6 11:45-12:45 academic, 1:00-2:30 counseling
    - Materials posted in CANVAS page by 10/1
  - Audio Lab Calibration Tuesday Oct 10th, no equipment check out from 10/6-10/11
  - COMDIS spring 2024 travel study applications due 10/27:  
[https://uww.studioabroad.com/index.cfm?FuseAction=Programs.ViewProgram&Program\\_ID=63758](https://uww.studioabroad.com/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=63758)
  - Oct 11 meeting shortened 1:00-2:00
- [2023 Travel Policy Training.pptx](#)
  - [Combining Business and Personal Travel](#)
- Academic Staff Assembly Contact 2023-2024: Becky Jones jonesrl@uww.edu
- [Benefits Fair](#) 9/27
- [UWW Inclusivity Statement](#)
  - [UWW Inclusivity Placement Statements.docx](#)
- Student reporting options
  - Bias reporting-[Bias incident reporting form](#)
  - Grade appeals:
    - [Student Grade Appeals](#)
    - [Appeal Forms](#)
  - Grievance
    - [Student Grievances, Complaints and Appeals](#)
    - [Dean of Students](#)

### Updates

- Undergraduate Clinic
  - 22 hrs, 5 students (depending on # of clients), COMDIS 371 prereq (may need to work with students on enrollment options depending on degree completion term), 8:30-1:00- direct contact hours, hybrid for instructional content, two 3 week sessions (3wk1, 3wk2)

- Collect interest prior to march enrollment, and provide financial aid contact info
- Share with COEPS advising office, plan to take COMDIS 371 in fall of junior year or online in spring
- Standardize clinical offerings (COMDIS 498, COMDIS 493) relative to contact hours (direct & indirect)
- Curriculum
  - Have syllabus templates for 492 and 493
  - Need syllabus updates for 240 and 380
  - Plan to work on during week of 9/25
- RS 1040 tech audit
  - Michael will facilitate meeting with IT rep, Jon Spike, and COMDIS folks
  - Tentative date 10/11 2:00-3:30
- Committees
  - Provost updates
  - Faculty Senate: Attendance policy
  - COEPS Chairs Council:
    - Adding tables to rooms in Winther to provide options for seating outside of chairs with arm desks.
    - COEPS admin team (Lana, Andrea, Kelli, Steven, Fred, Jon) hoping to touch base with departments at department meetings, who and what would you prefer?
    - Need a process to document minimum syllabus requirements for any class that has enrolled students.
  - COEPS Strat Budget & Planning: data collection happening and turning them into action items
  - TELFE: developing a form for all external school placements to evaluate how students are performing for consistency

#### Student Issues

- Contemplate closed session to discuss confidential student matters under Wis. Stat. § 19.85(1)(f)
- roll call vote to go into closed session [Moved and approved 8-aye](#)
- roll call vote to go out of closed session [Moved and approved 8-aye](#)

#### Plan and Goals

- [2023-2028 strategic plan](#)
- [Department Strategic Plan- 2019-2025](#)
- Annual [Dept Goal Brainstorm](#)
  - [Continue brainstorming goals and discuss at 10/11 meeting](#)

#### Other Items: [\(not discussed\)](#)

- Code of Conduct- beneficence
- SLPA
- Curriculum
  - [Possibility of adding literacy course to undergraduate requirements](#)
  - COMDIS 485B- 8 wk 2 of fall semester
  - Review courseleaf language/titles/descriptions for currency

- Ex. COMDIS 355 listed in catalog as “Normal Lang Disorder”
- Grad curriculum topics
  - Research foundations
  - Counseling patients/families: [Counseling Confidence in Preservice and Early Career Speech-Language Pathologists | Perspectives of the ASHA Special Interest Groups](#)
  - Professional Issues: [Disparities in Health Care Utilization Among Deaf and Hard of Hearing Adults | Perspectives of the ASHA Special Interest Groups](#)