

## COMDIS Department Meeting Minutes

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

**Date:** 10/6/2021

**Time:** 1:00-3:00

**Location:** RS 2007B

**Attendees:** Swanson, Morton, Nieto, Gilbertson, Busch, Hammer, Aranda

**Guests:** Ashley Munoz & Ashley Peterson

Guest: Ashley Munoz, COMDIS volunteer social media/event/and outreach intern, present information for fall open house.

Friday November 12 5:30-6:30 (virtual)- Pedro create WebEx link, send outlook calendar invite, update web page

- Overview of program
- Faculty introductions
- Student panel

Saturday November 13 10:00-12:00 (In Person)- Pedro create outlook calendar invite, update web page

- Overview of program, introductions, clinic (timeline across lifespan)
- Activities (clinic tour, virtual reality clinic session, simulation mannequin, literacy corner, bio feedback app, AAC conversation at table) - ideas to Ashley by Nov 1
- Clinic opportunity map
- Research posters hung around room
- Grab bags- masks from Julie in health services?

### Marketing

- WSHA/NSSLHA boards to share open house
- Fred Trotter for school share outs
- COMDIS 485A open house programs share

Approve Minutes from 9/22 meeting (motioned and approved 7-aye)

- [Minutes 9\\_22\\_2021](#)

### Information Items

- Dept. Calendar: [Calendar](#)
- [WTFS 2022-23 Program Description-Call for Applications.pdf](#)
  - Nominations due Nov 1st
- Sink installation approved and financed by Provost office
  - Tentative plan for sink install at the end of October
  - Move materials out of materials room
  - Tentative plan for new paint and ceiling tiles in materials room over winter

- Hearing screenings happening in MPS on Fridays through October and November (undergraduates and graduates)
  - Hearing screeners will be out for lab of 14th, so grad students pick up after 2:00 on 14th
  - Audiolab calibration on the 19th- all equipment needs to be in lab at 8:00AM

#### Commencement Assignments

- [MEMO - Faculty Cap and Gown 21.doc](#)
- Fall Commencement 10:00 Dec 18
  - Gilbertson
- Spring Commencement May 14
  - Nieto
  - Morton
  - Hammer

#### Committee Updates

- COEPS Admin
  - SOAS (senior outcome survey) no longer allowing departments to add questions. Departments are still able to do their own exit or senior or graduation survey.
  - If writing a grant which requires software or hardware of any kind that ICIT should be involved in those discussions prior to turning in the grant
  - Student masking- concerns about wearing mask properly (covering nose and mouth)
  - Department committees (motioned and approved 7-aye)
    - Graduate application review
    - Curriculum
    - Assessment
    - Recruitment/Retention/Enrollment
    - Facilities/Planning/Budget
- COEPS Tech
  - [Cloud Lab Mockup](#) Feedback
    - Need a space to take ~30 students to access software (ex. SALT) in a “computer lab”
  - Continued tech needs
    - Microphones for classrooms
    - Headsets for virtual meetings
    - Access to google apps
    - Kaltura
    - CANVAS ongoing program pages/ CANVAS template courses
- COEPS Inclusive Excellence and Diversity
  - Lulu and Jenna will be co-chairing
- COEPS international education committee- only meeting if have items

- TELFE
  - Checking on language for school visits
  - Discussion on out of area placements
  - 3-strikes policy for student placements
  - Possibility of synchronous video meeting satisfying DPI “1 in-person visit”; president in state statute for Chapter 14 and Chapter 17 in-person visits satisfied through WebEx video meetings
- IRB keeps cancelling
- ASA
  - Re-doing portfolio process and forms; working with HR
- SEP
  - If have ideas on recruitment/retention/enrollment share with Gilbertson

#### Student Issues

- Performance plan in place for graduate student
- Met with student regarding vocal quality and will follow up with faculty
- Met with student regarding placement concerns
- Discontinue undergraduate project due to communication concerns, may impact community relationships for graduate student placements

#### Fall Advising Materials on CANVAS -

- Undergraduate- review content and let Lynn know ready to go for publish on 10/13
- Graduate- content ready; Pedro review student folders and ready for 10/13

#### Plan and Goals

- [Department Strategic Plan- 2019-2025](#) (not discussed)
- Annual [Dept Goal Brainstorm](#) (not discussed)
- [COMDIS Financial Priorities](#) - reviewed
  - [Use of Indirect Costs & Plan Form-1-1.pdf](#)

Practicum Supporting Supervisor Evaluation- determine process for clinic supervisor evaluation when they are not instructor of record (not discussed)

- [CALIPSO Supervisor feedback - blank.docx](#)
- [Practicum Course Evaluation.docx](#)

Course format/program delivery (not discussed)

- [COVID-19: Distance Education/Alternative Delivery](#)
- [COVID-19 Guidance From CFCC](#)

Other Items (not discussed)

- SLPA summer clinic and seminar
  - [Pathways: Speech-Language Pathology Assistant Certification](#)

- Off-Site Supervisor Manual and CANVAS Course