

COMDIS Department Meeting Agenda

Date:12/6/2023

Time: 1:00-3:30

Location: RS 2007B

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

Group Activity

- [Professional Purpose Activity](#)

Approve Minutes

- [COMDIS Minutes 11 15 2023](#) (moved and approved 7-aye)

Information Items

- [Dept. Calendar](#)
 - Grades due 12/19
 - do not put "off contract" in automatic email reply over winterm
 - Dept meeting Jan 17, 9:00-3:00, Room TBD
 - COEPS spring forum: **Jan 18 8:30-3:30 in UC**
 - Classes start Jan 22
 - [Spring 24 Schedule](#)
 - need syllabi submitted to university & dept **by first day of class**
 - Need office hours sent to DA **by first day of class**
- [COMDIS Admin Nov 2023-Jan 2024 Availability](#)
- Update directory information/photo
- [Blue Course Eval Instructions](#)
- RS 1040 Tech Choice- *wall mounted Epson 710Ui Laser Interactive Projector*
- [Fall 2024 schedule](#)
 - Some unknowns: open search, changes in leadership, post bac enrollment, PIE class, experiential learning elements
 - Send any questions corrections to Lynn via email by the end of December
 - Changes made during meeting:
 - Wednesday 9-1 782 Swanson
 - Wednesday 1-4 661/662 student collab time
 - Move 482 in person meeting to M 2:00-3:15, mirror W for online meeting
 - Move 477 to 9:30-10:45 T/R
- [UWW COMDIS 2023 CAA Annual Report](#) - submitted 12/4

Updates

- Evaluations - **clinic team discuss and work with Pedro on updates to format of survey and use**
 - [Supervisor Feedback](#)
 - [Site Evaluation](#)
 - Client Satisfaction Results
 - T:\COMDIS\CLINIC\Evaluations - Surveys

- Approach to Clinical Practice
 - Use the rubric consistently to categorize level on the rubric but adapt points based on course needs
 - Feedback is most critical
 - Place feedback in the CANVAS cohort page
- Dept meeting room location
 - Find Room for 1/17 for longer meetings (August, January, May)
 - WH 1013 / Counseling / RS 1040
 - Add a WebEx option to all dept meetings
 - Add all dept members as hosts
- Experiential learning offerings
 - 492, 493, 498, 498R
 - Be prepared to discuss special topics and offerings for a 4 semester rotation in January
- Dept Tenure Standards
 - Dean & COEPS IED committee supporting departments in updating standards (if they so desire)
 - Be prepared to discuss at January meeting
- Committees (not discussed)

Student Issues (not discussed)

- Contemplate closed session to discuss confidential student matters under Wis. Stat. § 19.85(1)(f)
- roll call vote to go into closed session
- roll call vote to go out of closed session

Other Items: (not discussed)

- Open House Debrief
- Advising Debrief
- Curriculum
 - Identify all programs that require a minor- provide COMDIS minor as option
 - Currency review