<div align="center">**COMDIS Department Meeting Minutes**</div>

Date: 5/15/2024

Time: 11:00-3:00

Location: RS 2007B or WebEx
https://uww.webex.com/uww/j.php?MTID=m550c95cee22bb703c0c72974825e9c5a

Attendees:

In Person: Aranda, Becker, Swandon, Bernhardt, Feggestad, Busch, Gilbertson
WebEx: Hammer

Group Activity: Campus Ice Cream social 11:00-11:30 in UC

Approve Minutes

- COMDIS Meeting Minutes 4_17_2024 (moved and approved, 7-aye, 1 abstention)

Information Items
- Dept. Calendar
    - End 9 month Contract 5/17
    - New Cohort Advising 7/17
    - Contract start 8/26
    - Dept Meeting 8/28 1:00-4:00
    - COEPS Forum 8/29
- COMDIS Dept Annual Report 2023-2024
- COMDIS Summer Contract Schedules 2024
- Orientation Week
- Compensation | UW Policies
- Grad Admission Update
- Budget/Enrollment
    - COEPS Course enrollment guidelines Oct 2022
    - COEPS Grad Course Enrollment Guidelines 11-22
- Fall 2024 Schedule
- Spring 2025 schedule
    - 2024-2025 Courses
    - COMDIS Experiential Course Offerings 4 Semester Sequence
    - Standard Start Times

COMDIS 2024-2025 Proposed Dept Meeting Schedule
- Changed three dates: Oct 23 1:00-2:30; Nov 6 1:00-2:30; Apr 23 1:00-2:30
- Clarify Dept Meeting 1:00-2:30; COMDIS Admin Office Hours 2:30-3:30
- Pedro send out calendar invites, add Anna

2024-2025 Proposed Dept Tour/Open House Plan
- GA tour times and days of week by end of the month

- Pedro send out calendar invites for faculty office hours

Assessment

- Undergraduate
  - Update 2023-2024 tab: Undergraduate Research in COMDIS since 2013
  - Update 2023-2024 tab changes made in assigned undergraduate spring courses: Undergrad Assessment Plan for COMDIS
    - Update key assignments map
  - COMDIS 485B 2021-2024 Capstone Interview Assessment
  - Undergrad Graduates and Post Grad Plans
  - Fall 2023 Undergraduate Exit Survey (4.5/5 satisfaction)
  - Spring 2024 Undergraduate Exit Survey (4.67/5 satisfaction)
- Graduate
  - Update changes made in assigned graduate spring courses: Graduate Assessment Plan for COMDIS
  - Grad Cohort Workplace Data
  - Portfolio 2024
  - 2017 - 2024 Overall feedback on Portfolio Presentations and Suggested Changes
  - 2024 Spring GOAS Comments Communication Sci and Dis MS
  - Spring 2024 Graduate Exit Survey
- Post-Bac
  - Spring 2024 Post-bac Exit Survey
- Discussion
  - Considerations for flexibility and student choice in curriculum/experiences

Committee Updates

- USC- compensation topics continue to be discussed in shared governance groups
- COEPS EDI
  - 10/3/24 & 11/1/24 12:30-4:30 NCBI training for students, consider including in syllabi
  - 10/17 4:30-6:00 panel presentation for professional application of inclusion
  - Katie Elliot will be chair of committee in 2024-2025
  - Reinvigorating COEPS working groups
- Strategic Planning- finalized COEPS mission statement revealed during fall forum
- IRB- revisit processing for review of protocols (expedited, full review, etc.)

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)

Advising Debrief
- Spring 24
  - Undergrad (4.41/5 very satisfied)
  - Grad (4.76/5 very satisfied)

- Undergrad: [Q&A Advising Attendance](#)
- Proposed Changes:
  - Drop In Advising vs Group Advising
  - 2 meetings B4 enrollment, in-person & online
    - Dates forthcoming for Oct & March (likely Mon/Wed)
  - Highlight Adviser Office Hours week of Enrollment
  - Navigate message to check on enrollment
  - Release CANVAS materials throughout the year
    - Can students have access to our CANVAS course sooner?
  - Connect with non-assigned majors
    - Send information on info sessions, office hours, & experiential learning options
    - COMDIS 270- include advising module

Other Items:

- Graduate program form update- permission to record, sign during orientation week
  - Needs to be updated each year for each cohort
- Chatter Matters seeking an additional AAC expert
- Suggestions for experiential learning syllabi were discussed