

**University of Wisconsin-Whitewater**  
**Department of Communication Science and Disorders (COMDIS)**

**COMDIS Advisory Board Responsibilities and Guidelines**  
(Departmental Approval: March 4, 2020)

**I. Purpose**

The purpose of the Communication Science and Disorders (COMDIS) Advisory Board at the University of Wisconsin-Whitewater is to enhance, complement, and support the mission of the COMDIS Department, its academic and clinical faculty, and its students.

**II. Background and Rationale**

The COMDIS Advisory Board can provide important community perspectives supporting the educational mission of the program to prepare students who will become professionals serving the community. Board members may also engage as partners through financial support, professional mentoring, student recruitment, and other activities serving students and/or faculty. Board members serve as valuable friends of the COMDIS Department, sometimes as expert lecturers as well as research and clinical partners. The opinions and experience of the Advisory Board Members will allow the University of Wisconsin-Whitewater COMDIS Department to maintain their role as leaders in the education and training of Speech Language Pathologists.

**III. Scope of Advisory Board Member Responsibilities**

- a. To provide the COMDIS Department with advice on how the department may effectively engage in service to the Whitewater, Wisconsin, national, and global communities.
- b. To provide the COMDIS Department with perspective on the challenges and needs of the community being served by speech-language pathologists, providing perspectives so that we more effectively educate future professionals.
- c. Provide consultation, recommendations and advice to the academic and clinical faculty of the Department of Communication Sciences and Disorders regarding:
  - mission and vision
  - academic and clinical programs
  - student scholarships
  - research collaborations
  - funding support
  - developments in the field

- d. Attend at least 50% of meetings and participate in the functions of the Advisory Board as appropriate. Review agenda and supporting materials prior to board meetings.
- e. Assist in identification and acquisition (when appropriate) of external funding and resources to support the students and program (e.g. scholarships, program materials, other resources).
- f. Serve as ambassadors and advocates for the University of Wisconsin-Whitewater and the Department of Communication Sciences and Disorders in the community by providing a connection to and ongoing exchange of information and ideas with practitioners in the field and other external contacts.
- g. Be willing to endorse the mission and vision of the University of Wisconsin-Whitewater and the Department of Communication Sciences and Disorders.
- h. Assist in the identification and recruitment of new board members.

#### **IV. Personal Characteristics**

- Ability to: listen, analyze, think clearly and creatively, work well with people individually and in a group, and provide constructive feedback.
- Willing to: prepare for and attend board meetings, ask questions, share ideas, opinions, and experiences, and open doors in the field.
- Possess: honesty, openness to differing views, a friendly, responsive, and patient approach, engagement skills, personal integrity, a developed sense of values, and concern for and interest in the program's development.

#### **V. Terms and Appointments**

- The COMDIS Department Chair will issue the letters of member appointment.
- Each member will serve a 2-year term, with the possibility of renewal.
- Meetings will be held 1-2 times per year.
- The COMDIS Department will prepare the agendas and schedule the meetings.
- The COMDIS department or designee will record meeting minutes and maintain the records of the board, including a member directory and tracking the terms of appointment.
- Nominations for board membership can come from within the board or from within the COMDIS Department.

## **VI. Membership Composition**

The COMDIS Advisory Board will include partners who serve as administrative leaders, experienced speech-language pathologists, as well as recent graduate alumni. Although membership composition will be variable, the types of community partners who will be sought include:

- School speech-language pathologist (near or in Whitewater, WI)
- Pediatric clinic or B-3 speech-language pathologist
- Hospital speech-language pathologist
- Subacute/long-term care speech-language pathologist
- WSHA-related representative
- Other member/s at large (e.g., researcher, industry representative, client or client's relative)

The COMDIS Department Chair and/or one faculty or staff member will attend each meeting, representing the department, with an open invitation to any department faculty-staff who wish to attend.

## **VII. Advisory Board Meetings**

Advisory board meetings will be held 1-2 times per year and will be of appropriate length to maintain the support, interests, and involvement of advisory board members. Effective and efficient meetings are critical to the success of the advisory board. It is at meetings where discussion and deliberation of important matters are translated into decisions and recommendations regarding the ongoing growth, development, and enhancement of the academic program.

## **VIII. Advisory Board Member Compensation**

There will be no formal compensation for advisory board members. The Department of Communication Sciences and Disorders will facilitate meeting space on the UW-Whitewater campus. Costs related to travel (mileage, accommodations, and other expenses) will be the responsibility of the board member.