

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
 - 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](#)