

## COMDIS Department Meeting Agenda

**Date:8/30/2023**

**Time: 9:00-3:00**

**Location: WH 3002**

**Attendees:**

Welcome/Introductions

9:30 HR present Communication Style Activity

[The 4 communication style archetypes you'll find in the workplace and how to work better with each one](#)

Approve Minutes

- [Minutes 5 17 2023](#)
- Public posting of dept approved agendas and minutes: [Faculty and Staff Resources | College of Education and Professional Studies](#)

Approve Graduate Faculty Exceptions

- Beth Miller Swanson
- Kaia Feggstad
- Heather Bernhardt

Information Items

- [UWW Welcome Week Events](#)
- [Registrar Calendars](#)
- [Dept. Calendar](#)
  - [Orientation Week 2023](#)
  - [2023-2024 Courses](#)
  - [2023-2024 Clinic Calendar](#)
  - Audio lab equipment calibration TBD in Oct
  - Advising Dates: Graduate
    - Fall
      - 2nd year- Tuesday 10/24 5:30-6:00, WebEx
      - 1st year- Wednesday 10/25 1:00-2:00, In Person
    - Spring
      - 2nd year- Monday 3/11 1:45-2:45
      - 1st year- Wednesday 4/10 1:00-2:00
  - Advising Dates: Undergraduate
    - Fall dates
      - Friday October 6, 11:45-12:45 (in person)
      - Wednesday October 25 2:30-3:30 (hybrid)
      - Thursday October 26 3:00-4:00 (hybrid)

- Spring dates
      - Wednesday March 20 1:00-2:00 (hybrid)
      - Monday April 8 1:45-2:45 (hybrid)
      - Wednesday April 10 3 3:00-4:00 (hybrid)
    - COMDIS 485B Capstone Seminar Interview
      - Feb 28 & Mar 6 4:00-5:00
    - Portfolio Day
      - May 6 12:30-2:30
      - Debrief 2:30-4:30
    - Grad application opened July 15th- closes Feb 1st
      - [SCOTUS decision](#)
      - [AACTE Statement](#)
      - [Statement on Inclusivity | UW-Whitewater](#)
  - Promotion & Tenure
    - [Personnel Rules](#)
    - [COMDIS Promotion & Tenure Standards](#)
    - [Workload Assignments for COMDIS](#)
    - [Department Approved Surveys/Evaluations](#)
    - [Review, Reappointment, and Tenure Timeline for 2023-2024 | UW-Whitewater](#)
    - Schedule peer review of teaching for academic year
      - [COMDIS Peer Review Form Blank.docx](#)
  - Tenure track faculty reviews
    - Portfolio due Sept 11
      - [Faculty PURPLE BOOK](#)
    - Document of intent for 2023-2024 for new folks due 9/11
      - [Document of Intent Blank.docx](#)
      - [SAMPLE Document of Intent.docx](#)
  - Post Tenure Review- every 5 years after being awarded tenure
    - [Post Tenure Review Webpage](#)
    - [Post Tenure Review Policy](#)
  - Staff Performance Reviews
    - [Academic Staff Assembly Rules](#)
    - [Academic Staff Purple Book](#)
    - Academic Staff
      - Review in 1st two years of appointment- Completed by March 1
      - Review after 2 years in position- completed by Dec 1st
    - University Staff
      - [University Staff Council](#)
      - [Blank Univ Staff Review form.docx](#)
      - Review completed by March
    - Student Employees
      - [Graduate Assistantships \(GA\)](#)
        - Document completion of mandatory trainings
        - Document completion of [FERPA](#)



- [2023-2024 Courses](#)

## Updates

- Enrollment
- Online Post Bac
- Undergraduate Clinic
- Curricular Changes: [COMDIS BS Major Requirement Checklist 2024 BA BS Elective draft.docx](#)
  - Add BA
  - Reduced credit for 240 and 380 from 4 to 3
  - Move ENGLISH 281, CIGENRL 310, ENGLISH 370, PWP 371, PWP 372 to unique requirements
  - Add electives for 2 credits
    - COMDIS 491, COMDIS 492, COMDIS 493, COMDIS 498, COMDIS 498R
- Professional Development for 2023-2024:
  - \$1,000 for faculty, additional \$1,000 for research conference presentation
    - [COEPS PDP-Research Diss Form 2023-24.pdf](#) (Prioritize those submitted by 11/1)
  - \$500 for academic staff
  - \$250 for university staff
  - Anticipate \$500 COEPS funded license CEU for clinical supervisors
- Portfolio for 2025 Cohort
  - [Approach to Clinical Practice Grading Rubric-Revised 2023](#)
  - Key assignments in checkpoints
    - [COMDIS 661/662 Evaluating Resources](#)
    - [COMDIS 675: Literature Review](#)
    - [COMDIS 711: Study Design](#)
    - [COMDIS 780 Research Theory Summary Table](#)
- [Materials Room Inventory](#)
- UW-Whitewater Graduate Program Google Folder
  - [UW-Whitewater Graduate Program](#)
- Winterim and Summer Courses
  - Winterm
  - Summer
    - Beth: COMDIS 781 Pediatric placement practicum, 9 wk session, 3 credits
    - Busch: COMDIS 270 Intro to COMDIS, online, 1 section, 2nd 3 week session, 3 credits
    - Feggstad/Bernhardt: COMDIS 492: Field Study
    - Others?

## Assessment

- Undergraduate
  - [Undergraduate Research in COMDIS since 2013](#)
  - [Undergrad Assessment Plan for COMDIS](#)
  - Key assignment data for undergraduate courses (426, 481, 385, 484, 485B): [2022-2023](#)
  - [Undergrad Graduates and Post Grad Plans](#)
  - [COMDIS 485B 2021,2022, 2023, 2024 Capstone Interview Assessment](#)

- [Undergraduate Exit Survey](#)
- Graduate
  - [Graduate Assessment Plan for COMDIS](#)
  - [Grad Cohort Workplace Data.xlsx](#)
  - [Portfolio 2023](#)
  - [2017 - 2023 Overall feedback on Portfolio Presentations and Suggested Changes](#)
  - [Summer 2023 Graduate Advising Survey Results](#) (4.80 satisfaction rating)
  - Supervisor Feedback Summer 2023
  - [Graduate Exit Survey](#) (4.17 satisfaction rating)
  - [COMDIS Advisory Board Meeting Minutes 2023](#)
- Post Bac
  - [Postbac Exit Survey](#)

#### Plan and Goals

- [2023-2028 strategic plan](#)
- [Department Strategic Plan- 2019-2025](#)
- Annual [Dept Goal Brainstorm](#)

#### Code of Conduct- beneficence

Committee Assignments: [COMMITTEE MEMBERS 2023-2024.docx](#)

#### 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
- roll call vote to go out of closed session

#### Other Items:

- SLPA
- WSHA
- Curriculum
  - 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”
- Advising
  - [Q&A Advising Attendance](#)
  - Mental health elements